

## Create Healthy Wellness Center

### JOB DESCRIPTION

Job Title: Member Services: Camp Counselor

FLSA Status: Non-Exempt

**Position Summary:** Providing operating practices such as 15min rounding, equipment cleaning, client safety/risk management over-site, pool water chemistry checks, equipment maintenance checks, customer assistance and general support for upkeep of facility. Assists management with community events, screenings, and other projects as assigned.

**Essential Duties and Responsibilities include the following. Other duties may be assigned.**

- Greet and assist all customers / clients at front desk in person or by phone. Provide guidance to support staff in regards to oversight of opening and closing facility processes
- Facilitate operations/duties of front desk by signing up new/renew members, collecting payments for all services provided, and scheduling appointments for all services provided by the Create Healthy Wellness Center. Facilitate daily routines for youth afterschool activities
- Conduct new member orientation proposing a regimen to accomplish member fitness goal.
- Assist and Conducts Fitness Assessments for community programs
- Participation in continuing education opportunities.
- Attend meetings to discuss customer feedback, facility issues, equipment issues, safety issues, etc.
- Follow approved policies and procedures and encourages team members to do the same.
- Facility Rounding for member support, safety and first responder lead.
- Supplies and equipment cleaning and maintenance.
- Monitor fitness trainer shift performance at the conclusion of each shift
- Conduct pool chemical checks, pool equipment checks, pool environment checks.
- Customer service – assisting clients.

**Restrictions (may vary by state): Cannot do the following due to age restrictions**

- Cannot operate a vehicle on public streets / highways on business. Although, can operate on business property.
- Cannot use saws such as “chop saws” commonly found in automotive repair shops.

- Cannot use and / or assist with engine or transmission removals requiring the use of hydraulic hoists.
- Cannot operate any hazardous machinery or equipment.
- Cannot work with hazardous materials of any type.

**Work Hours (may vary by state):**

- Minimum 20 hours per week

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Fitness Certification/Degree related to exercise or health

**Language Ability:**

No skills needed

**Math Ability:**

No skills needed

**Reasoning Ability:**

Apply common sense understanding to carry out simple one- or two-step instructions. Deal with standardized situations with only occasional or no variables

**Computer Skills:**

No skills needed

**Certificates and Licenses:**

None Required

**Supervisory Responsibilities:**

This job has no supervisory responsibilities

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.