To apply please send resumes and cover letters to:
Whitney Hinshaw at whitney.hinshaw@montana.edu
Jocelyn Larson at jocelyn.larson@montana.edu

Role

- This position is integral in maintaining the service, safety and support of the RSF fitness floor and group exercise classes. Assistants will exemplify exceptional customer service by assisting patrons, enforcing RSF policies and maintaining high standards of cleanliness and organization. Assistants will also be responsible for assisting instructors and participants of Group Exercise (GX) and ACT classes.

Expectations and Requirements

- Maintain a comprehensive understanding of RSF programs, policies and expectations
- Maintain frequent and clear communication with PFS Coordinators, GX Coordinator and Fitness GA. Assistants are responsible for all communication relayed to them via email, When I Work, text, Trello or in person
- Proactivity and initiative are expected by all assistants exemplified by promptly asking questions, problem solving and a positive, professional attitude
- Assistants are expected to speak, act, dress and work in such ways that represent RSF, MSU and themselves in the highest possible manner at all times
- Hold a current CPR/AED/First Aid certification (or obtain within 2 months of hire)
- Attendance at all staff meetings, student development trainings and one-on-one meetings as scheduled with your supervisor(s)

Dress Code

Assistants are required to wear athletic attire professional in appearance on all shifts:

- Name tags on at all times
- GX or Fitness Staff shirts/jackets to be worn on shift
- No hats while on shift
- Closed-toe shoes
- No see-through leggings or revealing tops/shorts/skirts

Responsibilities

This position is assigned to support RSF Fitness Programs and it is an expectation that all assistants remain focused and on task for the duration of each shift. Assistants will be responsible for adhering to the Fitness Assistant Daily Duties reference binder including but not limited to the following:
Service - Community connection and team building

- Walkthroughs of the HFC (entire fitness center including Functional Training Room (FTR), Climbing wall, upstairs, indoor track and group exercise areas)
- Checking in with the Building Supervisors assigned during your shift on your walkthrough
- Ensure safety and correct improper use of exercise/equipment – be present on the fitness floor and the group exercise areas. Ensure HFC policies are being followed by all patrons (be sure to familiarize yourself with the policy board, this is an expectation)
- Build RSF connections and rapport with fellow HFC employees and supervisors

Safety - Cleanliness and Organization

- Maintain cleanliness and organization of equipment on the fitness floor and within the group exercise areas including the middle storage room, studios, yoga cabinet and FTR
- Equipment is expected to be well kept, in working order and clean

Support

Knowledge and communication

- Establish presence at the fitness staff counter upstairs and Group Exercise desk to answer questions and support patrons as designated by the daily duties binder
- Communicate concerns and questions to Coordinators and GA for Fitness Programs and/or GX Director in a timely manner
- Maintain a working knowledge of all HFC programs, events and policies and be able to communicate these clearly and accurately to patrons

Other on shift duties as assigned

- Follow procedures and tasks as established by the Fitness Assistant binder
- Assist GX Instructors in class set-up and take down
- Check-in all GX participants and happily greet all participants by name
- Submit GX class participation numbers for all GX classes in the Google Calendar
- Swap towels and exchange in equipment room; maintain/cultivate positive relationship with all RSF employees
- Clean equipment/vacuum/organize according to daily duties binder