

**Cornell College  
Job Description**

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| <b>Job Title:</b>            | Roe Howard Fitness Center Student Staff<br><i>Student Manager</i> |
| <b>Location:</b>             | Commons   |
| <b>Wage:</b>                 | \$8.00/hour   |
| <b>Reports To:</b>           | Director of Campus Recreation                                     |
| <b>Length of Employment:</b> | Academic Year   |

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**Principle Duties and Responsibilities**

1. Maintain the schedule for the fitness center student workers. Ensure that there is adequate coverage in the fitness center, especially during peak hours (11-1, 4-9). Follow-up with student staff regarding completing their time cards and maintaining their scheduled hours.
2. Facilitate and coordinate all interactive, educational programming initiatives in the fitness center. There should be at least one program per semester. For example, coordinate workshops, one on one training sessions, or an educational theme week for users. This may include bringing in coaches, Physical Education faculty members, or other fitness “experts” to conduct workshops or consultations with users.
3. Design and ensure adequate publicity for the fitness center to the campus community. Maintain all publicity for the fitness center, including give away items like water bottles or t-shirts.
4. Assist Director with any policy or procedural questions as they arise. Serve as the student staff watching for issues or changes that might need to happen regarding policies and procedures and signage.
5. Assist with responding to comment cards from users in the fitness center
6. Assist with keeping the facility neat and clean, wiping off machines at each shift, reporting problems and spills to FBG. The student staff are expected to wipe off all equipment at least once per day, preferably in the late afternoon.
7. Assist with offering training and assistance to users. Also offer help to other student workers as needed.
8. Other duties as assigned.

**Expectations**

- The Roe Howard Fitness Center staff will work an average of 5-7 hours per week. At least three of these hours must be spent in the fitness center. Unless permission is given from the Director, no more than 2 hours may be spent (on payroll) working on fitness center projects in other locations.
- Staff MUST log in and out at the beginning and end of each shift in the fitness center.
- No same day changes to scheduled work hours are allowed. If staff need to make a change to their scheduled work hours, this must be approved through email by the student manager and Director.
- The student staff must work with the Director of Campus Recreation to maintain a clean, user-friendly, non-intimidating, and education focused environment in the fitness center.
- The staff must be able to take initiative on projects, creative, customer-service oriented, and an effective communicator.