



Position Title: Learning Team Program Assistant, Fitness Center

Department: Learning Team

FLSA Status: Full-Time Hourly

Reporting Relationship: Report directly to the Chief Learning Officer

Agency Wide Duties and Responsibilities:

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Employee Handbook

Position Specific Duties/Responsibilities:

- Monitor and engage with clients in the Fitness Center while ensuring the safety and well-being of all
- Train users in safety protocols for equipment use
- Provide direct facilitation of Fitness Center activities for those enrolled in Carver programs, for example: teens, after school students, adult clients
- Maintain data tracking/recording of Fitness Center use for monthly reporting
- Implement special programming (i.e. Boot Camps, Weight Maintenance, Strength Training Routines)
- Manage/maintain equipment to ensure safety and cleanliness
- Build out systems for development of Fitness Plans for Adult Clients

Position Qualifications:

- Experience/degree in related field strongly preferred

- Experience working with adolescents and adults
- Demonstrate the ability to develop a strong rapport while establishing/maintaining professional boundaries
- Strong communication and written verbal skills
- Bi-Lingual Skills Preferred

Training Requirements to Attain Position: Should hold Fitness-based certification

Training Requirements to Maintain Position:

- CPR, First Aid, RTE

Physical and Sensory Requirements:

- Must be active and physically fit in order to model proper use of equipment and to engage with clients participating in Fitness programming

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria. This description does not create an employment contract, implied or otherwise, other than an 'at will' relationship.

I have read and understand the above job description. I understand that I will be held responsible for all mentioned items.

Employee Signature Date

Supervisor Signature Date