



District of Tumbler Ridge Job Description

Weight Room Attendant, CS

Department: Community Services, Fitness
Reports To: Fitness & Wellness Coordinator
Updated: March 6th, 2024
About us: The District of Tumbler Ridge is a great place to live and work. Our operations are diverse, requiring a variety of positions as well as different levels of skill and education.

About the role: Under the direction of the Fitness & Wellness Coordinator, the Weightroom Attendant will play a crucial role in ensuring the smooth operation of our weightroom facility under relatively limited supervision. You will be responsible for maintaining a clean and organized environment, assisting members with equipment usage, and upholding safety protocols. This position offers the opportunity to interact with our diverse member base and contribute to their overall fitness experience.

Responsibilities:

- Provide assistance and guidance to members regarding proper equipment usage.
- Regularly inspect, clean, and maintain weight room equipment to ensure functionality and safety.
- Monitor the weight room area to ensure cleanliness and is organized.
- Perform janitorial duties as required in the weight room including by not limited to cleaning and disinfecting all weight room equipment, floors swept and mopped, windows and mirrors cleaned and bathrooms are cleaned.
- Enforce safety rules and regulations to prevent accidents and injuries, including proper equipment usage.
- Will ensure that gym equipment is not removed from the weight room and report in writing if anything in the weight room is broken or unsafe.
- Foster a welcoming and inclusive atmosphere by engaging with members, answering questions, and providing support as needed.
- Be prepared to respond to emergencies or medical situations promptly and effectively, including administering basic first aid if required.
- Collaborate with other gym staff members and establish a effective working relationship with all other department staff.
- Will enforce Community Center Facility rules and regulations.
- Any other related duties or tasks as required.



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Candidate Requirements:

- **REQUIRED** – Basic understanding of weight training machines, and safety practices.
- **REQUIRED** – Current CPR and First Aid Certification, or willingness to obtain certification upon hiring.
- **REQUIRED** – Ability to lift up to 50 lbs.
- **REQUIRED** – Excellent interpersonal and communication skills with the ability to interact effectively with diverse individuals.
- **REQUIRED** – Dependable and punctual with the ability to adhere to assigned schedules and responsibilities.
- **REQUIRED** – Ability to work collaboratively with other team members and contribute to a positive work environment.
- **PREFERRED** - Minimum of one (1) year experience in a physical education, recreation, or fitness center.
- **PREFERRED** – WHMIS Certification or willing to obtain.

NOTE: The duties listed are not set forth to limit the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

Working Conditions

The work schedule will include shift work as required. Weightroom Attendant will be entitled to the benefits and conditions of employment as established in the C.U.P.E. Local 2979 Collective Agreement.

****A CRIMINAL RECORD CHECK MUST BE COMPLETED****