General Job Description:
- Operation of the Welcome Desk and Fitness floors and other assigned tasks
- Provide quality customer service, clear and concise information, and direct all patrons to appropriate staff member as needed
- Monitoring of patrons on fitness floors
- To perform light maintenance and cleaning of all fitness equipment.

Required Qualifications:
- Currently enrolled student at West Chester University of Pennsylvania; any academic major accepted
- Certifications in CPR, AED and First Aid within 30 days of employment
- Willingness to work early mornings, late nights, weekends, and possibly work during academic breaks and holidays
- Good oral and written communication skills

Preferred Qualifications:
- Genuine interest in providing quality customer service
- Previous customer service, cash handling, receptionist, or inventory experience
- Candidates should be reliable and self-motivated and be able to perform multiple tasks simultaneously
- Willing to be a part of a positive team environment and maintain a professional relationship with staff and patrons

Specific Duties and Responsibilities:
- To confirm patron eligibility by verifying valid WCU ID cards.
- To serve as the primary receptionist to answer and direct incoming calls
- Monitoring of all recreation equipment rentals
- Collecting of hourly patron counts
- To maintain the safety of the participants by monitoring all weight room policies regarding safe and proper use of equipment
- Maintenance of a clean and organized facility i.e., disinfecting all exercise equipment, replacing weight plates, dumbbells, bars and equipment on appropriate racks
- Demonstration of spotting techniques and/or ability to “spot” patrons while lifting
- Routine inspection of equipment and report any safety or maintenance concerns
- Promotion of Campus Recreation programs and events
- Must attend, and contribute to, all mandatory staff meetings and leadership and diversity trainings
- Any additional daily tasks assigned