



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

**Our Core Values:** Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

**Job Title:** Wellness Attendant  
**Reports To:** Wellness Programs Supervisor  
**Classification:** Operations I  
**Salary Range:** \$9.45 - \$18.90 hourly  
**FLSA Status:** Part time Non-Exempt Hourly  
**Location:** Two Rivers Activity Center (TRAC), Jamestown, ND 58401

**Job Summary:** Under the general supervision of the TRAC Wellness Programs Supervisor, the Wellness Attendant will provide floor coverage in cardio and strength areas during facility's operational hours. Monitors safe and proper usage of exercise equipment, performs all cleaning duties associated with position, and encourages and enforces facility policies and guidelines. This role reports directly to the Wellness Programs Supervisor.

**Essential Duties and Responsibilities:**

- Delivers uncompromising guest service responding immediately to customer requests, inquiries and concerns.
- Actively engages in conversation with guests and listens to ensure their questions and needs are fulfilled.
- Builds effective, authentic relationships with guest; helps guests connect with each other and TRAC; introduces new guests to group exercise communities based on their health and well-being goals.
- Monitors safe and proper use of exercise equipment and implements "duty to warn" when necessary.
- Performs orientations to the cardio and strength areas including introduction on how to use equipment.
- Performs all cleaning duties as outlined in the cleaning checklist.
- Makes rounds every 15-20 minutes to ensure fitness area is safe and clean.
- Immediately reports any equipment malfunction, environmental risk, or shortage of supplies to supervisor or facility maintenance staff.
- Attends all staff meetings and trainings.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

**Qualifications:**

**Education**

- High school diploma or equivalent preferred.
- National accredited fitness certification or working toward a degree related to exercise or health and fitness preferred.
- CPR and First Aid Certification (will provide course).

**Experience**

- Previous experience in fitness related setting and experience with customer interaction preferred.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position will require the attendance at regular team meetings, trainings and special planned events. Applicants should have a flexible schedule as shifts may include nights and/or weekends.

**Physical Requirements:**

While performing the duties of this job, this employee is in an indoor setting where he or she may be subject to noise and distraction; may require muscular exertion and/or physical strain; requires use of fine motor skills to operate a computer, keyboard, and mouse, and must sit, stand, walk, bend, stoop, crouch and kneel. Must be able to speak, hear, and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

**Direct Reports:** None

**AAP/EEO Statement:**

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	<i>Amy Walters, TRAC Facility Manager</i>
<b>Date approved:</b>	<i>June 26, 2017</i>
<b>Reviewed:</b>	
<b>Date:</b>	<i>10/23/2023</i>