

Fort Peck Community College
 PO Box 398
 605 Indian Ave
 Poplar, MT 59255
 406-768-6300

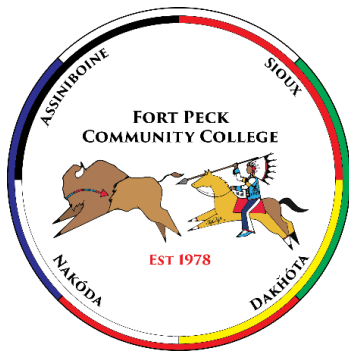
Job Title:	Gym Assistant	Position Type:	Part Time
Location:	Wolf Point	Date Closing:	Until Filled
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: Kylee Sears, HR/PR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. Copy of HS Diploma 5. 3 Letters of Work Reference 	

Job Description

Under the supervision of the Wolf Point Wellness Center Manager, the Gym Assistant will assist with day-to-day gym activities, including but not limited to: managing front desk responsibilities, checking in gym members, ensuring COVID-19 safety protocol is followed, answering phones, and daily gym cleaning. Experience with creating personal exercise routines & plans is preferred, but not required. If qualified to do so, this position will include motivating and educating members of the FPCC Wellness Center and the community at large through one-on-one or group training.

Responsibilities:

- Monitor front desk at the Wolf Point Wellness Center
- Maintain cleanliness of the facility / help maintain a neat, clean and pleasant environment on the gym floor
- If qualified to do so: Design safe and effective 30-60 minute personal training programs for individuals, adapting fitness program to each person's specific needs and abilities
- Provide individual supervision (as needed/requested) and reinforcement during members' workout/training sessions
- Promote personal training through personal example and member interaction
- Attend continuing education courses as requested by management
- Responsible for closing up and securing the gym at night.
- Assisting with membership tracking, collecting dues.
- Monitor fitness room as fitness members use the exercise equipment
- Motivate and educate fitness members in leading healthy lifestyles
- Implement COVID-19 safety procedures at the front desk
- Greet and acknowledge members
- Offer information on proper use of exercise equipment
- Inform members of new information regarding strength training safety and effectiveness
- All other duties by supervisor, Health Coordinator or Poplar Wellness Center Manager
- Be knowledgeable on how diet, nutrition, clothing, footwear, and attitude impacts fitness.



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Requirements:

- Minimum 18 years of age
- High School Graduation/GED
- (Preferred) Knowledge and willingness to assemble an exercise plan for members
- Basic computer skills, ability to learn member tracking software
- 1-2 years work experience
- Interest in maintaining personal exercise routine
- Organizational & interpersonal communication skills
- Ability to motivate others to create exercise routines
- Must be able to lift 45lbs
- Physical, visual and auditory ability to perform essential functions of the job

Non-Discrimination Notice

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Elijah Hopkins, VP for Student Services
P.O. Box 398, Poplar, MT 59255
(406) 768-6371
ehopkins@fpcc.edu

Haven Gourneau, President
P.O. Box 398, Poplar, MT 59255
(406) 768-6310
hgourneau@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~