

**Washington State University
University Recreation**

Position: Weight Room Attendant

Duties:

- Handle on site inquiries, concerns, conflict situations and discipline (15%)
- Administer first aid/handle emergency situations as necessary (10%)
- Complete appropriate forms as necessary (2.5%)
- Enforce program, department, University, and state policies (15%)
- Supervise patrons and their activities, ensuring the safety (35%)
- Clean and service equipment and machines in the room (15%)
- Assist in any emergency evacuation (5%)
- Other duties as assigned (2.5%)

Essential Skills:

- Ability to resolve conflicts involving patrons
- Customer service skills
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures
- Excellent written and verbal communication skills
- Working knowledge of the facility and its equipment, this knowledge can be attained by attending the mandatory training session
- Ability to lift and move equipment weighing up to 50 lbs.
- Familiarity with exercise principles, resistance training and exercise training equipment

Pre-Employment Training Required (will be available to attendant candidates):

- New Employee Orientation
- American Red Cross First Aid, CPR and AED
- American Red Cross Epi Pen and Asthma Training
- Blood Borne Pathogens: Preventing Disease Transmission

Additional Requirements

- Pass background screening
- Successful completion of WSU Sexual Harassment Training
- Attendance at all required staff meetings, trainings, and in-services
- Maintenance of CPR/AED/First Aid
- UREC Orientation
- Completion of Safety Orientation Checklist
- Handheld radio protocol
- Attendance at required staff meetings, trainings, and in-service
- Departmental policies and procedures knowledge
- Departmental risk management responsibilities knowledge
- Additional risk management and emergency procedure training as developed and required

RISK MANAGEMENT RESPONSIBILITIES:

- First response to all emergencies; Report emergencies through program reporting lines
- Contact emergency services when necessary
- Assist Student Facility Manager with the evacuation of the facilities when warranted;
- Complete all paperwork associated with injuries and emergencies, and submit them to the Fitness Services Coordinator
- Inspect and document all activity sites and equipment for safety
- Report hazards through program reporting lines
- Monitor participants for proper and safe activity
- Ensure participants fill out Risk and Release forms as necessary
- Follow established procedures for the management of bio-hazardous waste and follow blood borne pathogen procedures
- Inspect 1st Aid/AED kits at the beginning of each shift
- Complete all paperwork associated with facility checklists and submit them to the Fitness Services Coordinator
- Contact the appropriate staff regarding facility problems needing immediate attention.

UREC Learning Outcomes

Leadership

- Demonstrate leadership in a professional setting
- Produce effective communication and conflict resolution
- Identify practical and efficient decision making methods

Well-being

- Employ appropriate and professional interpersonal skills
- Demonstrate effective time management
- Identify the basic components to leading a healthy lifestyle

Cultural Competency

- Evaluate personal strengths and weaknesses
- Determine suitable behavior in a culturally diverse environment
- Recognize individuals' potential and contributions within the community

HOURS PER WEEK: Variable, typically 9 -12 hours per week. Must be available for weekend hours

Hourly Wage: \$9.95 depending on experience, training and evaluations

Contact: Coordinator of Fitness and Education, Ramon Sodano 335-6177