



300 W. Lanikaula Street
Hilo, HI 96720
808-935-3721

<https://islandofhawaiiymca.org/>

JOB TITLE: GYM ASSOCIATE
STATUS: PART-TIME POSITION
DEPARTMENT: FITNESS CENTER
REPORTING TO: OFFICE MANAGER, CEO
JOB PURPOSE:

Provide customer service and assistance to YMCA members at the fitness center and the front-office. This includes maintenance and sanitization of the fitness center in adherence to the recommended CDC guidelines and YMCA procedures.

SUMMARIZED RESPONSIBILITIES:

1. Greet, check-in and direct members and staff as they enter the facility. This will include ensuring temperature checks, sanitization and collection of member information that may be required.
2. Provide members and all fitness center inquires in-person and/or phone accurately and professionally.
3. Must communicate effectively with staff and members.
4. Collection of membership dues and assist with new membership applications. Provide receipts upon payment of membership fees, and conduct cash, check and credit/debit card transactions at the front office.
5. Basic computer skills.
6. Light duty maintenance: Refill water stations, towels, refill cleaning supplies and maintain the cleanliness of the Multi-Purpose Room (MPR), fitness center, bathrooms, wipe down machines, dispose of trash, sweep, mop MPR.
7. Complete all other job duties as requested.
8. Must be able to work shifts in the early mornings, afternoon, evenings, late evenings, weekends, holidays (according to schedule).
9. Must be able to lift and carry at least 50lbs.
10. CPR certification is required and can be obtained after hired.
11. Successful background clearance.
12. Work harmoniously with others.

Last updated: 04-28-2022