



Classification Title: Athletic/Fitness Center Specialist

Department:	Multiple	EEO6 Code:	7
Employee Group:	Classified	Salary Grade:	20
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	10/2023
Supervision Given:	Direction and Guidance	Last Revision:	10/2023

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provide general office assistance in support of an assigned athletic facility or fitness center; performs routine to moderately difficult clerical and technical support functions, including providing information to students, faculty, staff and the general public, setting appointments, maintaining calendars, composing documents and printing and reviewing reports; maintains files, records and databases; registration and basic cashiering; oversees equipment, supplies, weight room and locker rooms; coordinates the ordering, issuing, repairing and maintenance of athletic equipment for assigned area.

DISTINGUISHING CHARACTERISTICS.

Fitness Center Specialist is responsible for performing clerical, customer service and technical support duties associated with the operations of an athletic/fitness center, to include overseeing and coordinating the use of equipment, supplies, weight room, and locker rooms.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Answers phone calls and written inquiries from students, customers, faculty, staff, vendors and the public regarding assigned athletic/fitness center; greets and directs visitors; answers questions regarding District policies, procedures, programs and services; and responds to escalated questions and complaints over the phone or at a public counter.
2. Sets up, maintains and posts department and staff calendars and room reservation calendars; maintains supply of departmental or program forms and brochures; receives and inputs a variety of student or customer information into computer systems; researches information; drafts, formats, types, proofreads, edits and prints correspondence, forms and various documentation including reports, schedules, rosters, statistical and technical documents, manuals and other documents and materials ranging from routine to complex; verifies accuracy of information with third parties and enrolls students in Palomar College services and programs; provides recommendations on other available services and community resources; coordinates and follows up on student or customer issues and concerns.
3. Inputs data and prepares and processes purchase requisitions, purchase orders and check requests; verifies the accuracy of receipts and invoices including routing for signature and compiling detailed backup documentation; processes, scans and routes invoices for payment; calculates budget usage and fund percentages; tracks multiple funding sources; and runs general budget reports through financial systems.
4. Maintains order, safety and security of assigned athletic facility/fitness center; provides safety instructions to students and oversees student conduct in assigned area; monitors assigned athletic facility/fitness center for cleanliness and

proper maintenance of facilities and equipment; performs basic cleaning of surfaces; sets up equipment; launders; reports safety issues and hazards with facilities and equipment to ensure repairs; administers basic first aid as needed.

5. Maintains a variety of standard office and specialized records and files; completes and files inventory, equipment, weight room and locker assignment data; creates and maintains spreadsheets and databases to track projects, activities and services; receives, opens, sorts and distributes office mail; prepares mailings; copies various documents and materials; requests printing services.
6. Schedules appointments and makes meeting and event arrangements including typing and distributing agendas, facility requests, setup and cleanup; contacts other departments or vendors for food orders, supplies and audio-visual equipment; coordinates other meeting logistics.
7. Receives registration documents and fees from students, faculty, staff, Wellness/Fitness Center members, and the general public; operates a cash register to process monies received; reconciles cash receipts; prepares cash reports and deposits.
8. May serve as a lead to student, short-term and volunteer staff; assists with training and scheduling for the assigned area.

Marginal Functions:

1. Provides backup for other department or division office administrative support staff; provides work direction and training to new clerical employees and student workers on office procedures.
2. Maintains and orders office supplies and materials.
3. Contacts the Palomar College Police Department or Custodial Services staff as needed.
4. Assists on special projects.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of related experience working in a gym and/or administrative support experience.

Education/Training: Equivalent to completion of the twelfth grade.

Licenses/Certificates:

1. Possession of an appropriate, valid California driver's license by time of appointment.
2. A valid first aid certification and CPR certificate within the first six months of appointment.

Preferred Qualifications:

1. Administrative support experience involving frequent public or student contact.
2. Completion of college-level coursework.

Knowledge of:

1. Office administration practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

3. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
4. Basic research methods and data analysis techniques.
5. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
6. Modern office practices, procedures and equipment including computers and applicable software programs.
7. Methods of maintaining equipment and weight rooms and athletic facilities in a clean and sanitary condition.
8. Basic first aid methods and techniques as well as health and safety regulations.

Skill in:

1. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
2. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
3. Reaching sound decisions in accordance with policies and procedures relative to assigned areas of responsibility.
4. Maintaining athletic facilities in clean and sanitary conditions.
5. Understanding, explaining and applying policies, rules and regulations related to areas of responsibility.
6. Operating a variety of tools and equipment related to an athletic facility or fitness center.
7. Assisting in preparing and monitoring a project budget.
8. Communicating clearly and effectively, both orally and in writing.
9. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
10. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
11. Organizing and maintaining specialized files.
12. Maintaining confidentiality of student files and records.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
15. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works in office and fitness center conditions where the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards or to operate objects and tools; frequently walk, bend, stoop and reach for basic cleaning of surfaces. Requires operation of District vehicles.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.