



# DELAWARE TRIBE OF INDIANS

## JOB DESCRIPTION

<b>Position:</b>	Wellness Center Attendant
<b>Department:</b>	Wellness Center
<b>Employment Status:</b>	Regular/Non-Exempt
<b>Class:</b>	Full-Time / 7:30am – 4:30pm
<b>Location:</b>	Bartlesville, OK
<b>Immediate Supervisor:</b>	Tribal Operations Manager

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### **GENERAL DESCRIPTION:**

The Wellness Center Attendant monitors Wellness Center activities, provides instruction to clients on the use of Wellness Center equipment and receives, processes and maintains applications and payments for the center. Also, the attendant will provide tribal citizen's with information and forms regarding the tribe's assistance programs and services.

### **QUALIFICATIONS:**

High School Diploma or GED. Must possess and maintain a current CPR and first aid certificate or be willing to obtain within 90 days from start date. Prefer experience with Microsoft Office products and various exercise equipment. Must be available to work occasional nights, holidays and weekends.

### **PHYSICAL DEMANDS:**

Must be able to lift or move up to 50 pounds.

Employee is frequently required to sit, stand, walk, handle, lift and grab objects. May occasionally be required to climb, balance, stoop, kneel, crouch, or crawl.

**DUTIES AND RESPONSIBILITIES:**

Provides instruction to patrons in the proper use of the facility equipment as needed.

Performs routine daily maintenance tasks such as cleaning equipment and conducting minor repairs on facility equipment.

Documents and reports all accidents and incidents in the fitness room.

Documents and reports all equipment malfunctions and safety hazards to supervisor. Daily laundering of towels.

Monitors fitness room to ensure rules, safety standards and sanitation requirements are met by patrons.

Provide exercise programs or fitness courses for patrons.

Accepts membership payments for Accounting Department processing and balance cash box.

Process membership applications and maintain membership files.

Provides educational material to clients regarding health and prevention.

Provides customer assistance as needed.

This job description reflects the general functions required of the employee for this job, but the description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, which may include changes to schedules of time and days, by the supervisor.