



Job Vacancy

Class Title: Facility Gym Coordinator – Part time

Salary: \$15.00 (hourly)

*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 within the job.*

JOB SUMMARY

This position is responsible for clerical and training duties as it pertains to the City of Austell gym facility.

ESSENTIAL FUNCTIONS

Maintains and implements established wellness strategies for employees and their spouses.

Document and maintain files for all gym members orientations and waivers.

Updates and maintains gym members' activity logs.

Coordinates and promotes wellness activities to encourage gym attendance.

Coordinates schedule of guest instructors for exercise classes.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or equivalent GED. Experience in physical training or personal training is preferred.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Competency in Microsoft applications including Word, Excel, and Outlook. Organizational, verbal, and written communication a must.

LICENSES AND CERTIFICATIONS

Personal Training Certificate

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk or hear. Physical coordination and knowledge of various exercise equipment is required. The ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Facility Gym Coordinator – Part time

WORK ENVIRONMENT

This job operates in a small gym facility. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

The City of Austell is an Equal Opportunity Employer. The City of Austell does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provision of services. In compliance with the American with Disability Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

How to apply:

Applicants MUST submit BOTH the Employment Application AND Background Consent Form.

****Applications received which do not have BOTH the Employment Application AND Background Consent form attached will NOT be considered****

[Application for Employment and Background Consent Form \(Online\)](#)

[Fair Credit Reporting Act](#)