

**Title:** Wellness Attendant I  
**Program:** The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene  
**Dept. Head:** Director of Aquatics, Wellness & Programming  
**Reports to:** Wellness Manager  
**Status:** Non-exempt  
**Salary:** DOE

**General Statement:**

The Salvation Army is a branch of the Christian Church and the ultimate goal of all programs is the spiritual, emotional, and physical regeneration of all people.

**The Salvation Army Mission Statement:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**Position Summary:**

The Wellness Attendant I is responsible for the safe use of the facilities by maintaining equipment in good working order, maintaining cleanliness and preparing activity areas for events.

**Duties and Responsibilities:**

- Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
- Maintain cleanliness of facility by cleaning equipment and wellness areas, vacuuming and sweeping.
- Verify membership through POS system.
- Provide assistance to KrocRx patients by setting appointments, giving guidance, tours, assessments, answering questions and providing information, demonstrating equipment use and helping with their transition to general membership.
- Maintain accurate equipment inventory and set-up and take down of equipment as needed.
- Provide information and answer questions about available programs.
- Report all equipment, wellness and gym area problems to the Wellness Manager.
- Notify members and staff when machines are out of working order or in need of repair.
- Assist with gym supervision as needed.
- Enforcing all rules that pertain to the wellness and exercise areas on a constant basis.
- Adhere to RJKCCC operations as well as all policy procedures as adopted by Administration.
- Observe all safety rules and regulations.
- Attend staff meetings as assigned.
- Maintain confidentiality.
- Other duties as assigned.

**General Qualifications and Proficiencies:**

- High school diploma or GED equivalency.
- Exercise equipment knowledge with one or more years of experience in a public exercise facility preferred.

- Computer experience helpful.
- Ability to communicate effectively with clientele and staff.
- Must have or obtain First Aid/CPR/AED certification within the first 90 days of employment.
- Must be in good physical and mental health.
- Demonstrate the ability to relate positively and energetically with staff, clients, members and customers.
- Have the ability to work with children, parents, staff and a variety of age groups in a capacity of leadership, counseling and education.
- Must have the ability to maintain a non-judgmental attitude in working with customers, clients, members and staff.
- Maintain a professional attitude and approach to problem solving.
- Must be able to work independently, with minimal supervision.
- Must have command of the English language and possess excellent verbal and written communication skills.
- Thrive in a team-oriented environment. Be a team player.
- Ability to work in a fast-paced environment and maintain poise under pressure.
- Ability to empathize and communicate with low-income and vulnerable people.

**Physical Requirements:**

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.
- Ability to grasp, push, pull objects and reach overhead.
- Ability to lift and carry 40 lbs.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

**Special Comments:**

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workman’s Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

**By signing this document, I agree that I am able and willing to perform this job as described.**

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor’s Signature

\_\_\_\_\_  
Date