

FITWELL Consultant – John Wooden Center (JWC)

Under supervision of John Wooden Center FITWELL Facility Manager & Assistant Manager, the FITWELL Consultant is responsible for general supervision, customer service, maintenance, security checks, safety of all patrons in the John Wooden Center, and ensures that all patrons observe all university and departmental policies during overnight hours at the John Wooden Center. Work flexible hours including weekends and holidays. Positions are year round for UCLA students.

Job Qualifications

Required

- Excellent oral and written communication skills
- Ability to lift 50 pounds
- Availability and willingness to work overnight hours, weekends, and holidays
- Commitment to attend all mandatory training sessions, FITWELL Team meetings and regular check-ins with the John Wooden Center Manager

Preferred

- Work study preferred
- Self-motivated, friendly, positive attitude
- Minimum of six months customer service experience
- Minimum one year strength training experience - work related or personal
- Previous experience in customer service, cash handling, administrative or leadership

Job Expectations

- Supervise all areas within the John Wooden Center, including strength and conditioning zones, multipurpose rooms, gymnasiums, locker rooms & meeting spaces. Open/close facility, when needed.
- Maintain records of room usage, incidents, equipment-checkout and equipment conditions. Organize, monitor, and clean the strength & cardio equipment.
- Assist members with equipment use.
- Serve members at the FITWELL & Front Desk, clerical duties include: Monitor facility access , answering phones, answering emails, creating/inputting simple data on



computers, promoting programs and services, performing guest, rockwall and student punch cards sales, checking out fitness and sport equipment and personal towels.

- Responsible for providing excellent customer service and managing JWC Operations.
 - Ensure excellent customer service at all times.
 - Follow all procedures to ensure security and safety for our department and our patrons of the building.
 - Inspect all facilities and equipment for health or safety hazards.
 - Maintain daily inspection logs for equipment, restrooms, and activity areas.
 - Read thoroughly and respond to emails from fellow staff, especially, facilities management and other UCLA Recreation staff members. Responsible for all information in emails and updates.
 - Respond to emergencies, including but not limited to, administering first aid and CPR.
 - Perform other duties as assigned by John Wooden FITWELL Management Team.
- Positions are year round for UCLA students. Students may work up to 19.5 hrs/week during the academic quarter and up to 40 hrs/week during the academic breaks.

Pay Rate

- \$17.30 per hour

Apply and Contact:

To apply, please complete the application found on the UCLA Handshake website.

Please direct any questions about this position to Daniel Jauregui at djauregui@recreation.ucla.edu.

