

Fitness Center Shift Coordinator (Part-Time & Full-Time, 0.75 & 1.0 FTE)

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Company: cu

Location: Aurora

Category: other-general

Description:

University of Colorado Anschutz Medical Campus

Department: SOM Health & Wellness Fitness Center

Official Title: Admin Assistant II

Working Title: Fitness Center Shift Coordinator (Part-Time & Full-Time, 0.75 & 1.0 FTE)

Position: #00810442 – Requisition: #30202

External candidates for this position may be eligible for a one-time non-base building sign-on bonus of up to \$2,000. Details of this will be provided during the interview process.

Job Summary: The Fitness Center Front Desk Shift Coordinator is responsible for providing efficient, effective, quality customer service through a variety of duties including but not limited to, fitness center member and guest check-in, completion of guest registration prior to fitness center access, and assistance with Center wayfinding for other building visitors and guests. Complies with established Center policies and procedures and HIPAA privacy rules. Ensures precise and timely communication, including prospective guests, training clients, and message client appointment status to appropriate department(s). Assists in other department tasks as assigned.

Key Responsibilities:

In collaboration with the Front Desk Lead, the Shift Coordinator assists with the administrative responsibility for the Fitness Center Front Desk.

Greets Center members, guests, and visitors and demonstrates superior customer service in doing so.

Demonstrates knowledge of all the building programs and entities to effectively answer and direct visitors and guests to their appropriate location.

Verify those entering the Fitness Center to ensure the only active member in good standing are allowed entry.

Using the Club Automation system, processes various transactions, including the collection of past due balances, sale of retail items, message and personal training packages.

Monitors message provider schedule and assists message team with daily scheduling of clients.

Participates in establishing and improving processes and policies related to reception operations and participates in search committees for recruiting, coordinating interviews and site visits.

Work Location: Onsite – this role is expected to work onsite and is located at 12348 E Montview Blvd Aurora, CO 80045.

Why Join Us:

This position is eligible for a complimentary CU Anschutz Health and Wellness Center fitness center membership.

The University of Colorado offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, tuition benefits, ECO pass, paid vacation, sick, and holiday leave - and more!

To see what benefits are available, please visit: <https://www.cu.edu/employee-services/benefits-wellness>

Our Fitness Center Front Shift Coordinator plays an integral role in our mission to improve the lives of those in our community through wellness. The University of Colorado offers a comprehensive benefits package that includes health insurance, life insurance, retirement plans, tuition benefits, ECO pass, paid time off – vacation, sick, and holidays and more. To see what benefits are available, please visit: .

Diversity and Equity:

The University of Colorado Anschutz Medical Campus is committed to recruiting and supporting a diverse student body, faculty and administrative staff. The university strives to promote a culture of inclusiveness, respect, communication and understanding. We encourage applications from women, ethnic minorities, persons with disabilities, persons within the LGBTQ+ community, and all veterans. The University of Colorado is committed to diversity and equality in education and employment.

Qualifications: Minimum Qualifications:

Two years of experience in an occupational field related to the work assigned to the position.

Substitution: Appropriate education will substitute for the required experience on a year-for-year basis.

Applicants must meet minimum qualifications at the time of hire.

Preferred Qualifications:

Bachelor's degree in a relevant field.

Previous customer service experience in a Fitness Center.

Experience with Club Automation Point of Sale software.

Knowledge, Skills, and Abilities:

Customer service focused and outstanding customer service skills.

Consistent, pleasant nature.

Ability to handle cash, make changes and balance a cash drawer.

Ability to learn new software and any updates.

Ability to follow credit card acceptance policy as defined by the Center.

Ability to follow set procedures for entering transactions into the Center Point of Sale system.

Ability to communicate effectively, both in writing and orally.

Ability to establish and maintain effective working relationships with employees at all levels throughout the institution.

Attention to detail.

Commitment and ability to advance diversity and inclusion.

How to Apply: For full consideration, please submit the following document(s):

- 1 . A letter of interest describing relevant job experiences as they relate to listed job qualifications and interest in the position.
- 2 . Curriculum vitae / Resume
- 3 . Three to five professional references, including name, address, phone number (mobile number if appropriate), and email address.

Questions should be directed to: Tim Holan (timothy.holan@cuanschutz.edu)

Screening of Applications Begins: Applications will be accepted until finalists are identified, but preference will be given to complete applications received by July 1st, 2023. Those who do not apply by this date may or may not be considered.

Anticipated Pay Range: The starting salary for this position has been established as:

Full-time (1.0 FTE): \$37,924

Part-time (0.75 FTE): \$28,443

The above salary range (*or hiring range*) represents the University's good faith and reasonable estimate of the range of possible compensation at the time of posting. This position may be eligible for overtime compensation, depending on level.

Your total compensation goes beyond the number on your paycheck. The University of Colorado provides generous leave, health plans and retirement contributions that add to your bottom line.

Total Compensation Calculator:

ADA Statement: The University will provide reasonable accommodations to applicants with disabilities throughout the employment application process. To request an accommodation pursuant to the Americans with Disabilities Act, please contact the Human Resources ADA Coordinator at [ada@cu.edu](#).

Background Check Statement: The University of Colorado Anschutz Medical Campus is dedicated to ensuring a safe and secure environment for our faculty, staff, students and visitors. To assist in achieving that goal, we conduct background investigations for all prospective employees.

Vaccination Statement: The University of Colorado has a requirement for COVID-19 vaccinations and full completion thereof by 9/1/21 or upon start date. Information regarding this requirement, and exemptions can be found at:

Anschutz:

Unit-Specific Exemptions:

Anschutz Campus – Accommodations may be granted for medical or religious reasons.

The University of Colorado seeks individuals with demonstrated commitment to creating an inclusive learning and working environment. We value the ability to engage effectively with students, faculty and staff of diverse backgrounds.

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