

## **Student Assistant Health Club Director**

Reports to The Assistant Health Club Director will report to the Health Club Director and the Athletic Director.

### **Job Overview:**

The role of the Student Assistant Health Club Director is to help grow the community members to the Health Club while maintaining a good relationship with all current members, students and Faculty/Staff. The Assistant will provide the overall duties of the Director when the Director has to step out.

### **Responsibilities and Duties:**

- Ensure the happiness of the customer.
- Ensure the safety of the customer.
- Work with the Athletic Director & Health Club Director during sporting events.
- Work with the Athletic Director & Health Club Director running errands for specific tasks.
- Ability to work some nights and weekends upon request.

### **Qualifications:**

- Must have high school diploma and some college experience.
- Experience with the public a must.

### **Skills:**

- Should have the ability to work with people using good communication skills. They
- Should be adept and providing service to others.
- Need decision making skills
- Should have knowledge of administrative and director roles.
- Should have some background in sales techniques.
- Should have a strong work ethic.
- Should be able to show character when situations arise.

### **This Job Is Ideal for Someone Who Is:**

- Dependable -- more reliable than spontaneous
- People-oriented -- enjoys interacting with people and working on group projects
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction