

Jacobs Fitness Center Employment Information

Thank you for showing interest in working at the Jacobs Fitness Center. Our goal is to serve the American University community in a quality and professional manner. Please take the time to read about the facility and the requirements the positions entail. After filling out this brief information sheet and please return it to the front desk.

Job Descriptions

FITNESS LEADER (\$7.00 per hour)

The Fitness Leader is responsible for maintaining a clean and safe facility for members and guests. Specific requirements include cleaning equipment, interacting with members, giving tours, demonstrating the use of equipment and reporting specific problems to the manager. This highly visible job requires an individual who is responsible, outgoing, and enjoys health and wellness. We are looking for people who can commit to work up to 10-15 hours a week, are punctual, are interested in physical fitness and enjoy working out.

MEMBER SERVICES SPECIALIST (\$8.00 per hour)

This position is the main point of access for the Sports Center and provides information on Fitness Center memberships and on the University in general. Specific requirements include greeting members and guests, checking in members, answering questions and answering the phone. It is important to have a full understanding of the American University community and the policies and procedures of the facility. This highly visible and interactive job requires computer skills and an energetic, outgoing personality. We are looking for individuals who can work up to 8 hours a week and are able to assist members and give quality customer service.

FITNESS LEADER - Residence Halls (\$7.00 per hour)

This position is generally the same as the Fitness Leader at the Jacobs Fitness Center, but supervises the Residence Halls Fitness Centers in Letts and McDowell Halls and on the Tenley campus. The Fitness Leader is responsible for maintaining a clean and safe facility for members and guests. Specific requirements include cleaning equipment, interacting with members, giving tours, demonstrating equipment and reporting specific problems to the manager. This highly visible job requires an individual who is responsible, outgoing, and enjoys health and wellness. We are looking for people who can commit to working between 4 and 8 hours per week, live on campus and are punctual. Preference is given to those with a work study award.

LIFEGUARD (\$8.00 per hour)

This position ensures the safety of members in and around the Reeves Aquatic Center swimming pools. Lifeguards are responsible for guarding and communicating with members, and performing assigned tasks for pool maintenance. We are looking for responsible and dependable people who are currently certified in Lifeguarding, CPR and First Aid, and are able to work up to 8-10 hours per week and are punctual.

MARKETING ASSISTANT (\$7.00-\$8.00 per hour)

This position entails creating an effective marketing campaign and designing all marketing materials for Recreational Sports and Fitness. Also, the marketing assistant will be responsible for taking photographs at various events in order to create a photo archive for use in present and future marketing campaigns. The ideal candidate for this position will have a major or minor in marketing and/or new media and be able to work 5-10 hours per week.

If your information and experience meets our needs then, and only then, will we call you back.

Jacobs Fitness Center Application for Employment

Name: _____ Date: _____

Telephone: _____ Email address: _____

Class: (circle one)

Freshman Sophomore Junior Senior Graduate Other _____

What position are you interested in? (circle one)

Fitness Leader at Jacobs Fitness Leader at Residence Halls Member Services Specialist Lifeguard

Personal Trainer Group Exercise/Mind-Body Instructor Marketing Assistant

Positions with Required Certification or Location

Aerobics Instructor (indicate certification and expiration date) _____

Personal Trainer (indicate certification and expiration date) _____

Lifeguard (indicate certification and expiration date) _____

If Fitness Leader at a residence hall, please circle where:

North Side Complex

South Side Complex

Tenley Campus

Statement

Briefly explain your reasons for wanting to work for Jacobs Fitness Center/Recreational Sports and Fitness. Include in your explanation what you expect to learn from this experience, your involvement with Jacobs Fitness Center/Recreational Sports and Fitness and how it fits into your university life.

What hours are you available? Attach a class schedule if you are a student.

How many hours are you available a week? _____

Are you eligible for Federal Work Study? Yes No

Are you CPR certified? (date certified) _____

Have you previously been employed by American University? Yes _____ No _____

If yes, when? _____ Where? _____

Are you a U.S. citizen? Yes _____ No _____
If no, are you authorized to work in the United States? Yes _____ No _____

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