

## Job Profile

<b>Job Profile Name:</b>	Athletics Assistant
<b>Job Code:</b>	CADC-00022
<b>Employee Group:</b>	AMUSE Casual

### Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of high complexity and the incumbent performs them using general instruction.

### Typical Functions:

1. Assist with daily operations, activities and events.
2. Circulate around the facility to assist members by providing instructions, spotting, corrections and feedback on gym equipment or exercise techniques.
3. Troubleshoot issues that occur during the shift and informs the area managers
4. Complete a daily log report at the end of the shift. Call Security Services for major incidents or emergencies.
5. Schedule reservations and process payments for sports accessories and equipment rentals
6. Properly maintain and clean sports and exercise equipment, ensuring correct storage and handline procedures are followed.
7. The list of functions outlined above is representative and not a complete and detailed list of tasks which may be performed by an incumbent.

### Minimum Education, Certification and Experience:

- High school diploma
- Two years related experience in the field
- Familiarity with sports, athletics, intramural sports.
- Standard First-Aid (CPR-C)
- A recognized Personal Training certification (eg Can-Fit Pro PTS, CSEP-CPT, ISSA, NASM)