



Notice of Vacancy

Pool and Fitness Evening Lead

Posting Date: January 5, 2023

Position: Fitness Center Office/Evening Lead: Part Time

Reports to: Director of Athletics and Enrichment

Qualifications:

- Able to work 20-30+ hours a week, additional shifts may be available
- Evenings and weekends are required
- Minimum age 18 due to opening and closing duties
- Able to provide excellent customer service
- Able to complete background check
- Knowledge of Fitness Center equipment
- Willingness to learn computer programs
- American Red Cross CPR-**will train**

Responsibilities:

- Work both Office and Fitness Center shifts, ensuring quality customer service
- Open and close Office and Fitness Center
- Set up for enrichment programs
- Checking members in
- Computer work, including money handling, setting up new memberships, enrolling people in courses and resolving issues
- Answer phone and email inquiries
- Other duties as assigned

Salary: \$12-\$14/Hourly (employed through ESS Midwest)

Starting Date: Immediately

Send Letter of Interest & Resume to: Williamston Community Schools
Re: Fitness Center Evening Lead
418 Highland St.
Williamston, MI 48895

Or apply online @: tinyurl.com/WCSapps

Deadline: Until Filled