

JOB TITLE:	CHLAPATY RECREATION & WELLNESS CENTER SUPERVISOR (FRONT DESK, FITNESS & FACILITY)
Department:	Recreation
Location:	Chlapaty Recreation & Wellness Center
Supervisor Name:	Vic Popp
Supervisor Phone Number:	563-589-3449
Supervisor Email:	vpopp@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none"> • Customer service, answer questions about facilities and programs • Knowledge of departmental membership policies - including eligibility and pricing • Check ID's of all fitness centers users • Supervising and managing daily operations • Enforce fitness center policies and procedures • Clean and maintain equipment and fitness center • Execute equipment orientations • The check out and set-up of various equipment • Provide tours of the recreational facilities to new and potential members <p>All student employees are required to be trained in First Aid, CPR & AED. For students that do not already possess these certifications, training will be provided by the department upon being hired.</p>