



Island of Hawai'i YMCA

300 W. Lanikaula Street
Hilo, HI 96720
808-935-3721

<https://islandofhawaiiymca.org/>

Position Description

Position Title: Gym Associate

Reporting to: Business Manager, CEO

Work Hours: Part time varies, early mornings, afternoon, evenings, late evenings, weekends and holidays (according to schedule)

Location: 300 West Lanikaula Street Hilo, Hawai'i 96720

Position Summary:

Provide customer service and assistance to YMCA members at the fitness center and front office. This includes maintenance and sanitization of the fitness center in adherence to the recommended CDC guidelines and YMCA procedures.

REQUIRED SKILLS AND KNOWLEDGE:

- Basic computer skills
- Must be able to work shifts in the early mornings, afternoons, evenings, late evening, weekends, holidays (according to schedule)
- CPR certification is required and can be obtained after hired
- Successful background clearance
- Be at least eighteen years of age w/reliable transportation

Job Duties:

- Great, check-in and direct members and staff as they enter the facility.
- Sanitize equipment, machines, restrooms and collection of member information that may be required.
- Provide members and all fitness center inquiries in-person and/or phone accurately and professionally.
- Communicate effectively with staff and members.
- Collection of memberships dues and assistance with new membership applications. Provide receipts upon payment of membership fees, and conduct cash, check and credit/debit card transactions at the front office.

- Light duty maintenance: Refill paper towels, cleaning supplies and maintaining the cleanliness of the Multi-Purpose Room (MPR), fitness center, restrooms, showers exercise machines, dispose of trash, sweep, mop MPR.
- Complete all other job duties as requested.
- Must be able to lift and carry at least 50lbs.
- Work harmoniously with others.
- Good Communication Skills

Last updated: 01-28-2025