

JOB POSTING
OFFICE OF HUMAN RESOURCES
September 2, 2026

POSITION: Health and Fitness Center Shift Supervisor (Part-Time)

DEPARTMENT: Health and Fitness Education

REPORTS TO: Operations Manager

DIVISION: Finance

HOURS: Non-Exempt, Part-Time, Monday – Friday, weekends

Pay rate: \$17 to \$18/per hour

GENERAL DESCRIPTION: The Health & Fitness Center Shift Supervisor is responsible for the safe and effective operation of the facility and supervision of assigned staff during scheduled shifts. Shift Supervisors may be assigned to morning, evening, weekend, program, or event coverage based on operational needs.

RESPONSIBILITIES

- Serve as the primary point of contact for routine Health & Fitness Center operations during assigned shifts and ensure facility policies and procedures are followed.
- Open and/or close the Health & Fitness Center as assigned, including facility walkthroughs, lighting, access, equipment and space checks, general readiness, and securing the building at the end of the day.
- Conduct facility walkthroughs at least hourly to monitor activity, cleanliness, safety, equipment condition, locker rooms, access points, and overall facility needs; address minor issues and communicate concerns requiring follow-up.
- Supervise part-time and student staff during assigned shifts, ensure appropriate front desk and fitness-area coverage, and provide direction as operational needs change.
- Provide direct coverage of the front desk, fitness areas, or other Center spaces when needed to maintain appropriate staffing and facility operations.
- Meet with the Operations Manager during scheduled shift overlap to communicate facility, staffing, equipment, member, and operational matters and receive assignments or priorities for the shift.
- Complete operational and administrative tasks assigned by the Operations Manager, including updating facility information displays, posting current program and class information, preparing materials, confirming schedules, and assisting with other Center needs.
- Maintain awareness of scheduled programs, classes, student activities, rentals, and events and assist with access, setup, equipment, and facility readiness as needed.
- Respond appropriately to injuries, accidents, emergencies, security concerns, and other operational issues and complete required incident or shift documentation.
- Process registrations and new memberships, collect applicable fees, and prepare deposits in accordance with College procedures.

- Provide customer service, information, orientation, and basic recreational or equipment assistance to students, members, guests, and other facility users.
- Complete required opening/closing checklists, attendance or utilization counts, shift reports, and other operational records.
- Perform other duties as assigned.

SCHEDULE

This position requires a flexible schedule and may include early mornings, evenings, weekends, programs, and special-event coverage as needed. Shift Supervisors may be assigned primarily to a morning, evening, or weekend schedule but are expected to work alternate shifts as needed based on operational requirements. Potential shift schedules include:

- **Morning:** Monday–Friday, 6:00 a.m.–10:00 a.m.
- **Evening:** Monday–Thursday, 4:00 p.m.–9:00 p.m.; Friday, 2:00 p.m.–7:00 p.m.
- **Weekend:** Saturday and Sunday, 9:00 a.m.–2:00 p.m.

QUALIFICATIONS

- High school diploma or equivalent required.
- Demonstrated leadership ability and commitment to safety.
- Previous experience working in a recreation, fitness, facility, or customer-service environment preferred.
- Strong interpersonal, communication, customer-service, and problem-solving skills.
- Ability to respond calmly and appropriately to emergencies and operational issues.
- Knowledge of Health & Fitness Center policies and procedures, or ability to learn upon hire.
- CPR/AED and First Aid certification required or must be obtained within an established timeframe.

Northeast College of Health Sciences is committed to creating a culture of diversity, equity, inclusion, and belonging with our college campus community. In support of our institutional values, we acknowledge each person's unique experience, perspective, and ability as contributions that both enrich our community and enhance the professions and people we serve. As such, the College is dedicated to providing equitable opportunities to all future and current employees.

If you are interested in applying for this position; please submit a cover letter of interest, resume and contact information for three professional references to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: humanresources@northeastcollege.edu

** Employment is subject to the favorable result of a background investigation and where applicable, confirmation of appropriate degrees and credentialing.*

Northeast College of Health Sciences is an Equal Opportunity employer and does not discriminate against students or employees on the basis of age, race, color, creed, gender, sexual orientation, or handicapping conditions (or any other protected status) in its educational programs, financial aid, activities, admissions and employment practices.