



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Fitness Center Attendant

OPEN: May 4, 2026

EXEMPT: No

SALARY: \$17.13/hr. DOE

SHIFT: Weekend Shift (Sat/Sun) 8 am-4 pm

LOCATION: Lummi Fitness Center

DURATION: Special Projects

End Date: 12/31/26

CLOSES: May 15, 2026

JOB CODE:

DIVISION: HHS

DEPARTMENT: LNHC

SUPERVISOR: LFC Manager

VACANCIES: 1

JOB SUMMARY: The Fitness Center Attendant is the first line of customer relations and responsible for welcoming all members and guests, answering phones and taking messages, explaining programs activities and point of sale cash handling.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Greet and welcome members and guests.
2. Receive and direct calls.
3. Maintain front desk procedures and adhere to fitness center policies.
4. Wear provided uniform and a presentable appearance and hygiene.
5. Manage member check in and record fitness center usage.
6. Maintain accurate till.
7. Informed on membership prices and how to sign up new members.
8. Collect monthly dues payments.
9. Understand and be able to provide information on classes, wellness activities, events and challenges offered by Lummi Fitness Center. This includes signing members up as requested for these programs.
10. Launder and fold towels as well as restock all retail and consumable products as needed.
11. Ensure a safe and clean exercise environment by doing light housekeeping, hourly facility and safety checks, and reporting hazardous conditions immediately.
12. Familiarize new members with equipment, facility, rules and policies; enforce rules and policies to all members and guests.
13. Know and understand opening and closing procedures.
14. Maintain strict confidentiality with all member information.
15. Change reader board sign if necessary
16. Other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Must be 18 years or older.

- First Aid/CPR and Blood Borne Pathogens certificate, available upon hire must obtain training within 30 days of hire.
- HIPAA Certification, available upon hire must obtain training within 30 days of hire.
- Lummi/Native American/Veteran preference policy applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Must possess basic math aptitude (addition, subtraction, multiplication and division).
- Knowledge of POS (Point of Sale) software or willing to learn.
- Ability to take direction and work well with others.
- Familiar with fitness equipment and environment.
- High level of written and oral communication skills.
- Knowledge of Lummi community, people and culture.
- Self-motivated and able to work independently without supervision.
- Basic computer skills or willing to learn.
- Reliable, dependable, and trustworthy.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.