



**Cherry Creek Athletic Club  
Kids' Club Attendant  
Job Description**

Cherry Creek Athletic Club is Denver's premier, private adult athletic club where fitness is a lifestyle. ***Our club is top ranked on Denver's "A-List" and was named as one of the Top 3 Athletic Clubs in Colorado by the Denver Business Journal.*** We offer a state of the art 100,000 square foot fitness facility that includes the Sanctuary Day Spa, Pilates, Defined Studio, Kids Club, and a wide array of amenities. We are currently accepting applications for a Kid's Club Attendant to join our premier club.

**Reports to: Kid's Club Coordinator**

**Position summary:**

The Kids' Club Attendant is responsible to provide a safe, warm, and nurturing environment for children who visit the Kids' Club. The Kids' Club Attendant is responsible to ensure that the environment is developmentally appropriate, orderly, and safe.

**Specific Responsibilities:**

- Greeting members, their children, and guests.
- Listening to and responding to member questions and offering assistance.
- Scheduling accurate reservations for the Kids' Club.
- Processing accurate POS transactions.

**Daily Responsibilities:**

- Greets members, their children, and guests.
- Answers telephone calls. Accurately schedules reservations for the Kids' Club. Provides the caller with information requested or routes the caller to a person who can assist.
- Makes recommendations to the Kids' Club Coordinator regarding the purchase and condition of equipment and materials.
- Registers guests by completing the Guest Registration and Waiver of Liability Form.
- Develops and maintains positive relationships with parents. Answers member questions concerning Kids' Club rules, procedures, pricing, and activities.
- Provides instruction, encouragement, and a role model to Kids' Club Aides
- Works closely with parents to ensure that each child's individual needs are met and that parents are satisfied with the Kids' Club program.
- Additional duties as requested by a supervisor.

**Characteristics**

- Excellent listening and verbal communication skills, well-organized, and able to multitask
- Friendly, polite, and courteous
- Enthusiastic attitude
- Team player
- Able to stand for a maximum of 5 hours

**Qualifications**

- High School Diploma and equivalent work experience.
- Computer Skills and experience working with children.
- AED and Infant and Child CPR Certification

Please email a resume and cover letter to [jobs@cherrycreekclub.com](mailto:jobs@cherrycreekclub.com)  
or apply within at:

Cherry Creek Athletic Club  
500 South Cherry Street  
Glendale, CO 80246