

FITNESS COORDINATOR

Reports to: Director of Recreation & Tourism
Position Control No.:

Department: Recreation & Tourism

Exempt Non-Exempt

Full-Time Part-Time Seasonal

Department Head Approval: *[Signature]*

Date: *11/15/17*

JOB SUMMARY:

Manages and coordinates the overall operations of the Lowry Fitness Center and fitness programs. Develops and administrates yearly budget for the Fitness Division. Prepares and coordinates the special fitness events throughout the year. Reviews and makes recommendations on policies and rates to the Director. Reports to the Director of Recreation & Tourism.

ESSENTIAL JOB FUNCTIONS:

1. Oversees operations of the Lowry Fitness Center including scheduling, maintenance, revenue collections, monthly / seasonal reconciliation's and weekly accounting audits of cash handling.
2. Operate the continuous programs of fitness center; keep center open during operating hours; supervise organized class programs; supervise open, free play activities.
3. Directly oversee aerobic classes and instructors in respect to class safety, organization, productivity, and overall effectiveness.
4. Responsible for overseeing the preventative and general maintenance of all facility equipment and Lowry Center/Matthew T. Doyle Natatorium maintenance.
5. Responsible for Lowry Fitness Center supervision.
6. Responsible for the scheduling of fitness staff.
7. Prepares media information for release including flyers, brochures and press releases associated with fitness programs.
8. Keep records; collect monies; maintain supplies and inventory; may be responsible for scheduling and teaching classes; obtain required training to instruct classes; maintain exercise equipment.
9. Assist with coordination and planning of departmental special events including parades, concerts in the park, movies in the park, Christmas, Halloween, summer camps, etc.
10. Ability to identify and resolve problems in a timely manner; Develop alternative solutions; Uses reason even when dealing with emotional topics.
11. Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
12. Understands and successfully operate software for membership reservations and program registrations.
13. Help develop, implement and review yearly policies and procedures for fitness staff.
14. Help develop, implement and review policies and procedures for facility rentals, programs, and revenue collection for the fitness division.
15. Develop and make presentations to community groups.

16. Recruit volunteers and contract staff for various programs and events.
17. Follow written and verbal directives.
18. Develop programs based on needs of the community using continuous assessment techniques.
19. Work closely with youth to develop and maintain effective programming for specified age groups.
20. Communicate effectively with public on regular basis. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather during special city functions or events.
21. Ability to supervise large groups, including children and senior citizens, both visually and audibly to ensure health/safety standards and the orderly integration of all programs.
22. Collaborate with other departments during special events.
23. Study and standardize procedures to improve efficiency and effectiveness of operations.
24. Issue written and oral instructions; assign duties and examine work for exactness, neatness, and conformance to policies and procedures.
25. Evaluate reports, decisions, and results of department in relation to establishing goals. Recommend new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
26. Other duties as assigned.

ESSENTIAL QUALIFICATIONS:

1. Five years experience in Parks, Recreation & Tourism Sciences, Health, Sports Management or related field. A combination of education and experience will be considered in lieu of education requirement.
2. High school diploma or GED.
3. Valid Texas driver license with an acceptable driving record.
4. Aerobics and Fitness Association of America Group Exercise Instructor Certification or equivalent or the ability to obtain within one year of employment.
5. Aerobics and Fitness Association of America Personal Fitness Certification or equivalent or the ability to obtain within one year of employment.
6. Certification in CPR, First Aid, AED, and oxygen delivery or ability to obtain certification within one year of employment.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees

must frequently lift and/ or move up to 25 pounds and occasionally lift and/ or move up to 50 pounds. Works indoors and outdoors in extreme temperatures; heat, cold, temperature swings and inclement weather.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date