

FITNESS COORDINATOR

Code No.: 6-18-016

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional fitness coordinator position responsible for overseeing the day to day management of a fitness center in a town. Duties involve initiating, planning, organizing and directing all fitness and recreation programs located in the fitness center. Duties also involve hiring, motivating, supervising and evaluating fitness instructors and recreation staff and maintaining all equipment and the condition of the facility. The employee reports directly to, and works under the general supervision of a Recreation Director or other higher level staff member. General supervision is exercised over recreation staff and fitness instructors. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related duties may be performed although not listed.)

Develops and directs balanced fitness/recreation programs and classes held at a fitness center such as fitness assessments, wellness and nutrition programs, stress management, strength training, back safety awareness, weight lifting, yoga, and aerobics;

Develops and promotes regular program schedules to provide creative and value-added classes, programs and activities for members, including group exercise classes;

Works with members on an individual basis to develop fitness goals and plans and conducts fitness assessments;

Schedules facilities, playing fields and courts for fitness/recreation activities;

Conducts and supervises various planned recreation activities;

Compiles and maintains narrative, statistical and other required reports and records;

Educates members on appropriate use of fitness equipment;

Inspects equipment for safety and proper maintenance;

Develops and coordinates fitness/wellness programs for employees;

Acts as a resource for employees regarding fitness and accident prevention;

Mediates behavioral issues of members and employees;

Enforces rules, regulations, work methods and procedures;

Administers emergency first aid and completes accident reports;

Orders supplies;

Opens and closes fitness center and ensures cleanliness of facility.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and techniques of fitness program development, analysis, evaluation, and monitoring; good knowledge of needs assessment techniques; good knowledge of proper fitness equipment utilization and maintenance; good knowledge of effective record keeping techniques; good knowledge of nutrition fundamentals and weight management; working knowledge of the techniques of recreation program planning; working knowledge of anatomy and kinesiology; working knowledge of safety procedures; ability to plan, organize and direct the work of others; ability to plan, conduct and promote a balanced fitness program for a community facility; ability to instruct individuals on the proper use of strength training equipment; ability to develop effective fitness goals on an individual basis; ability to conduct fitness assessments; ability to communicate orally and in writing; ability to develop and maintain narrative reports and statistical records; ability to administer first aid; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Exercise Physiology, Physical Education, or Kinesiology plus four (4) years paid full-time or its part-time equivalent experience in planning, coordinating and delivering fitness programs, two (2) years of which must have involved supervision of staff.

SPECIAL REQUIREMENTS: At the time of appointment ALL of the following are required-

Possession of a Personal Training or Strength and Conditioning Specialist Certification from the National Strength and Conditioning Association (NSCA), Aerobics and Fitness Association of America (AFAA), the American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM), or American Council on Exercise (ACE),

First Aid Certificate issued by the American Red Cross,

CPR/AED (cardiopulmonary resuscitation/automated external defibrillator) for the Professional Rescuer Certificate.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: August 4, 2011