

Tuscaloosa County Park and Recreation Authority Job Description

Job Title: Fitness Coordinator
Division: Leisure Services
Reports To: Mark Harrison
FLSA Status: Exempt
Job Level: Level 18 (\$29,428.37 minimum - \$36,751.92 maximum a year)
Prepared By: Ronnie Stith
Prepared Date: January 11, 2012
Approved By: Gary Minor, Executive Director
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SUMMARY

The Fitness Coordinator position is a professional position responsible for overseeing the daily operation of fitness instruction and training at PARA activity centers and other PARA designated sites. The responsibilities include administrative, management and supervision of operations by performing the essential functions of the job description personally or through support staff. The Fitness Coordinator will supervise and administer the fitness program for Tuscaloosa County Park and Recreation Authority (PARA).

ESSENTIAL FUNCTIONS:

The Fitness Coordinator supervises the operation of the PARA fitness program in accordance with established guidelines, procedures and priorities developed by the Director. The Fitness Coordinator uses tact and discretion in carrying out responsibilities pertaining to the overall fitness program operation including all aspects of developing, implementing, and providing fitness instruction to PARA patrons and members.

The Fitness Coordinator will manage and supervise the daily operations of the PARA fitness program at the activity centers.

The Fitness Coordinator will monitor and enforce fitness policies and procedures as it relates to activity center usage.

The Fitness Coordinator will educate and train participants on proper and safe exercise form. The Fitness Coordinator will provide and execute exercise equipment orientation.

The Fitness Coordinator will conduct routine inspections of appropriate fitness equipment for proper use and maintenance to include the exercise rooms and other rooms within the activity centers used for fitness programs and submit and repair requests or recommendations to the center manager.

The Fitness Coordinator serves as a supervisor, facilitator and instructor for the fitness program. The Fitness Coordinator will plan, direct, and promote programs designed to meet the interest and needs in the area of fitness.

The Fitness Coordinator will work with center managers to establish a fitness schedule appropriate for the patrons at each facility and ensure no conflicts of scheduling with other programs and activities at each center. The Fitness Coordinator will advise appropriate center staff as soon as possible in the event of cancellations or changes in a fitness program schedule.

The Fitness Coordinator demonstrates initiative, leadership and enthusiasm in maintaining the desired standards, interest and participation in all fitness programs and activities scheduled.

The Fitness Coordinator evaluates the operation and effectiveness of the fitness programs. The Fitness Coordinator prepares necessary reports and maintains files related to fitness program functions and programs.

The Fitness Coordinator submits forms and requests for purchase orders check requests, and any additional needs to the Director of Leisure Services. The Fitness Coordinator will monitor revenues generated by the fitness program. The Fitness Coordinator will keep a file on attendance for all fitness programs and functions for which they are responsible.

The Fitness Coordinator prepares the annual budget pertaining to programming and submits it to the Director of Leisure Services for inclusion in the PARA budget.

The Fitness Coordinator prepares and submits newsworthy items, including program information and special events to the PARA public relations staff for distribution to the media.

The Fitness Coordinator will assist with fundraising and revenue producing activities including securing financial and in-kind sponsors.

The Fitness Coordinator interprets PARA opportunities for services, facilities and programs and its' philosophy to individuals and groups through personal participation and staff assignment.

The Fitness Coordinator serves on various standing PARA committees on an annual basis as assigned.

The Fitness Coordinator assists with a variety of agency wide special events. The position will be responsible for other duties as assigned.

The Fitness Coordinator will adhere to all policies and procedures as established in the PARA Employee Handbook and Administrative Handbook.

SUPERVISORY RESPONSIBILITIES

The Fitness Coordinator does not, at this time, have any supervisory responsibilities but may assume those responsibilities at a later date depending upon the growth and development of fitness programming.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

A two year degree or related experience and/or training or combination of related work experience and/or education may be considered in lieu of a degree. A comprehensive background in exercise science, exercise physiology, physical education, health science, and a health/fitness setting is preferred. Fitness trainer certification is preferred.

LANGUAGE SKILLS

The Fitness Coordinator must possess the ability to read, to analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The Fitness Instructor must be able to write reports, business correspondence, and procedure manuals. The Fitness Instructor must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

The Fitness Coordinator must be able to calculate figures and amounts such as discounts, proportions, percentages, and basic mathematical computations.

REASONING ABILITY

The Fitness Coordinator must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The Fitness Coordinator must be able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

The center manager must possess a valid Alabama Driver's License and have an acceptable driving record. Current certifications in First Aid, AED and CPR are preferred and will be required within the ninety day probationary period.

PHYSICAL DEMANDS

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. Must be able to lead aerobics, dance and exercise classes.

While performing the duties of this job, the employee frequently is required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

P.A.R.A. is proud to be a "Drug Free Work Place."

All Employees are subject to random drug screen.