



CLASS SPECIFICATION FOR:

## Recreation Fitness Coordinator

### General Statement of Duties:

Under general supervision, develops, plans, coordinates marketing and facilitates group fitness and wellness related classes, programs, activities and services in response to the diverse needs of the community; oversees group fitness activities, in an assigned location, as well as multiple locations County-wide; responsible for maintenance of all fitness equipment, in an assigned location, as well as multiple locations County-wide; performs related work as required.

### Distinguishing Features of Class:

An employee in this class develops, plans, organizes and leads individual and group exercise and fitness programs appropriate to target audiences and participants in assigned facility and at multiple locations County-wide. Responsible for programs that provide strength, flexibility, and cardiovascular fitness and wellness instruction to participants in both a one-on-one environment and various diverse citizen groups at County recreation facilities; coordinates logistics, site and safety concerns, programming, communications and budgeting. Responsibilities afford opportunity for independent judgment in planning work and making technical determinations. The incumbent works independently and on own initiative and receives general supervision with difficult or unusual problems discussed with the supervisor.

### Required Knowledge, Skills and Abilities:

- Assists with periodic survey and evaluation of community interests and needs, including evaluation and determination of ideal delivery method for programs and services based on needs of the target audience and participants in the community;
- Identifies programming needs and interests and refreshes, revises or develops programming to ensure programming and operations are fresh, relevant and serves the County's goals and communities' interests and needs;
  - Ensures the programming of multiple locations provides a balanced offering that serves the needs and interests of the community location and target population;
  - Collaborates with the department's marketing staff to promote programming and other assigned activities;
  - Coordinates logistics including locations, facility setup, facility maintenance if needed, equipment and supplies, staff assignments, secures and schedules performers, instructors, vendors, and concessionaires as needed, and oversees logistics;
  - Collaborates with County staff and special interests groups to develop, coordinate and implement accommodations for participants with special needs impacting participation in programs and activities;
  - Conducts program registration, collects fees and prepares receipts and assures proper handling of funds;
  - Identifies, organizes and coordinates resources for facilitation of classes, programs, activities and services;
  - Oversees fitness and group sports activities at the assigned center;
  - Prepares cost projections for identified and proposed fitness classes, programs, activities and services and submits for necessary approvals, accurately tracks and reports approved expenditures for budget and fee setting purposes;
  - Tracks, monitors and manages programs and activities within approved Cost Center Budget;
  - Maintains records, time sheets and reports pertaining to specialized program areas, including participation trending and costs, to project costs for budget and fee setting purposes and to prepare requested reports;
  - Contracts with identified resources according to current procurement and fiscal guidelines;
  - Oversees contracted resources to ensure delivery of services as contracted, reviews contractors' invoice for accuracy and submits for payment, including any required paperwork (paper and electronic);
  - Assists with the evaluation of contractors for quality of services provided and adherence to contract specifications and recommends continuation or termination of future use of contractor;
  - Demonstrates the proper techniques for performing exercises and using exercise equipment, provides hands-on assistance, monitors, motivates, and encourages the client during exercise and/or workout;
  - Provides technical expertise on fitness-related matters to staff and citizens;
  - Assists customers by addressing customer concerns;
  - Works with healthy and functionally limited populations including seniors, adults, teens, and children in fitness and wellness programming, personal training and group settings;
  - Performs routine and preventative maintenance of the equipment and maintains accurate inventory of equipment; submit work orders for Recreation staff and/or vendors, as needed;
  - Communicates equipment malfunctions or environmental risks to supervisor;
  - Coordinates and oversees vendor repairs and maintenance on all fitness equipment at assigned center;
  - Monitors and ensures the safety and cleanliness of the fitness area;
  - Ensures safe use of facilities in strict accordance with licensing standards and established policies and procedures;
  - Ensures site and use complies with County and other safety and risk management regulations and requirements;
  - Ensures adequate safety of participants in programs and facilities, documents and reports all incidents and requests for maintenance/repairs to supervisor;

G.B.E.0029

Career Code:

Date of Last Revision: 01-Oct-2013

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.



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### Examples of Assigned Duties continued:

- Documents and reports all accidents and incidents in the fitness area;
- Maintains an up-to-date knowledge of strength-training protocols, proper exercise techniques, new equipment, and other changes in the fitness industry;
- Assists with the development of guidelines, policies and procedures for use of fitness facilities and equipment;
- Assists in interviewing and selection of temporary/seasonal staff as well as contractors, volunteers and interns;
- Trains, supervises, provides performance feedback and schedules volunteers, temporary/seasonal staff as well as contractors and/or high school and/or undergraduate college interns;
- Assists with facility programming, concession stand operations, and event activities County-wide as assigned as assigned;
- Assists with various operational functions at facility as needed including but not limited to reservations, payments, etc.;
- Maintains current knowledge of assigned area's best practices and guidelines as well as latest equipment and tools;
- Attends all scheduled meetings and required training and maintains all required certifications;
- May serve on various committees and boards as liaison between the community and the County;
- May be assigned to work on special projects;
- Performs other duties as assigned.

### Required Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of community recreation and specifically of recreation program planning, marketing and promotion in fitness and wellness; physical fitness and fitness training for diverse audiences with diverse needs and capabilities; knowledge of strategic planning principles and theories to ensure event programming meets the needs and interests of target audiences and County's goals; considerable knowledge of varying types of demographics and associated needs and experience in planning a wide range of recreation activities; ability to work effectively as a team member and/or leader; project management skills; ability to effectively develop, design, plan, market, implement and coordinate the activities of one or more specialized recreation programs; ability to multitask and effectively manage competing priorities and make sound decisions; excellent organizational skills; critical thinking skills with the ability to problem solve and make sound decisions, including but not limited to under pressure and in emergency situations; thorough knowledge of biomechanics, physiology and anatomy; ability to present ideas and recommendations clearly and concisely both orally and in writing; demonstrated basic supervisory skills; excellent oral presentation and training skills and demonstrated ability to direct the work of large number of volunteers, interns and/or temporary staff and coordinate the activities of large numbers of event participants at multiple locations Countywide; ability to establish and maintain productive relationships with County officials, employees, interns, volunteers, the public and private organizations and business, civic volunteer groups and the general citizenry; good oral presentation and training skills; ability to learn and assist with marketing strategies; physical condition that permits the activities necessary in and inherent to the facilitation of fitness programs including cardiovascular and strength training and use of related equipment; accounting or other financial skills with sufficient ability to develop budget projections and manage expenditures in accordance with County Finance policies and manage program related costs effectively within an approved budget; good knowledge of personal computers and /or automated systems and the ability to enter, maintain, retrieve and analyze data and use common office and department specific software; personal accountability including teamwork and establishing and maintaining positive relationships with stakeholders, customers and colleagues; excellent customer service skills; tact; and courtesy. Requires working evenings, weekends, and some holidays.

### Minimum Education and Experience:

Education: Four (4) year degree in physical education, exercise science, sports management or other relevant field;

Experience: Four (4) years of relevant personal trainer and group exercise work experience in the fitness industry;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Requires current and ongoing certifications as a personal trainer and a group exercise certification from AFAA, ACE, NASM or AFAA or similarly recognized accrediting body;
- Ability to work a flexible work schedule to meet department needs;
- First Aid, CPR, AED and other fitness and department specific certifications may be required;
- Must be able to lift at least 30 lbs as needed to move supplies and equipment;
- Requires valid driver's license.