

MAY 13, 2016

TITLE: Fitness Coordinator

DEPARTMENT: Enrichment

SUPERVISOR: Community Enrichment Director

SHIFT: 1st shift

Full time 40 hours/week

LOCATION: RiverWoods

Periodic evenings and/or weekends

BRIEF DESCRIPTION: Develop, implement, instruct, supervise, evaluate, and modify comprehensive, safe, and effective fitness/aquatic programs in accordance with current federal/state standards, as well as established policies and procedures.

PRIMARY RESPONSIBILITIES:

- Organizes and directs a vibrant campus wellness program – including land and aquatic –based programs.
- Develops and maintains daily fitness/wellness programming. Instructs, trains and evaluates aquatic and land-based exercise programs.
- Develops, maintains and posts daily fitness/aquatics calendar.
- Schedules orientation for new residents/staff.
- Responsible for recruitment, selection, employment, orientation, evaluation and discipline of fitness/aquatic staff.
- Maintains fitness center, ensures that policies and procedures, rules, safety standards and sanitation requirements are followed at all times.
- Provides instruction to patrons regarding the proper use of the fitness equipment.
- Monitors fitness room to ensure smooth flow.
- Performs routine daily maintenance tasks such as cleaning equipment, minor repairs and records maintenance.

QUALIFICATIONS:

- Associate Degree with a major in Exercise or Wellness Related Program preferred.
- Proven knowledge and experience with the operation of fitness equipment.
- Experience providing exercise guidance/supervision of exercise to the older adult population.
- A minimum of two years of exercise/wellness management experience preferred.
- Knowledge and practice of group exercise instruction: preferably older adult exercise classes following guidelines of the Arthritis Foundation's PACE program. PACE certification or the ability to obtain certification required.
- Current American Red Cross certified in Professional Rescuer/CPR and Lifeguard Training or ability to pursue required training.
- Available to work flexible hours, including occasional weekends and evenings..
- Must have proficient computer skills to ensure accurate documentation.
- Must be able to swim, bend, pull, stoop, push, climb, lift, walk and stand for extended periods of time to include teaching multiple exercise classes (land-based or aquatic) on a daily basis. Must be able to perform tasks such as cleaning chlorinators.

PHYSICAL DEMANDS:

- Works inside, around and with others in well-lighted and ventilated fitness center and in warm, humid conditions in the pool area. Occasional outdoor programming.
- Occasional lifting and pushing.
- Walking/Standing 75%, Sitting 25%.