

# CITY OF OVERLAND PARK POSITION DESCRIPTION

**TITLE:** Assistant Supervisor, Fitness  
**DEPARTMENT:** Recreation Services  
**DIVISION:** Community Center  
**REPORTS TO:** Manager, Community Center  
**FULL-TIME:** \_\_\_\_\_ **PART-TIME:**  **TEMPORARY:** \_\_\_\_\_

**BAND/LEVEL:** NE/00  
**JOB NO:** 9185  
**DATE:** 6/13/2010  
**FLSA STATUS:** NE  
**COST CENTER:** 521

**REPLACES:** Assistant Supervisor, Fitness

**DATE:** 5/29/07

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**JOB SUMMARY STATEMENT:**

Assists with coordinating and administering fitness services to patrons at community centers. May conduct fitness assessments; personal training, equipment and new member orientations; provide information for exercise and fitness options within the center(s); develop class schedules for group exercise programs; teach group fitness classes; promote fitness programs; conduct patron surveys and other duties as needed.

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**DUTIES AND RESPONSIBILITIES:**

1. Assists with coordination of fitness services for new and existing members.
2. Assists with maintaining integrity of group fitness class schedules.
3. Assists with personal training and teaching group fitness classes.
4. Assists with conducting surveys to gather feedback regarding the fitness programs.
5. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
6. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.**

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Requires Group Exercise certification and/or Personal Training certification and CPR certification by nationally recognized organization. Bachelor's degree in Exercise Science and additional certifications in group cycling, water fitness, pilates and yoga are preferred. Valid driver's license required.

### **EXPERIENCE:**

One year of experience in coordinating fitness services and instructing group exercise and personal training.

### **SKILLS:**

1. Good written and oral communication skills
2. Analytical skills including research skills, ability to interpret data, conceptualize, analyze information, and write formal recommendations based on findings
3. Attention to detail
4. Basic math and accounting skills
5. Facilitation skills
6. Human Relations/Interpersonal skills
7. Leadership skills
8. Project management skills
9. Supervisory skills
10. Time management skills
11. Working knowledge computer software applications such as Outlook/Email and Word.

### **MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to prioritize multiple tasks
5. Ability to carry out assignments through oral and written instructions
6. Ability to work independently
7. Ability to work in a hectic environment with many interruptions
8. Ability to analyze and recommend possible solutions
9. Ability to learn and understand PC software applications

### **PHYSICAL REQUIREMENTS:**

1. Ability to reach, stand, bend, stoop
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to operate City vehicles
5. Excessive standing and/or walking

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct: Aerobic Instructors and Personal Trainers (20 part-time)

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**