

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Fitness Coordinator	<b>BAND/LEVEL:</b>	MGT I	
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	2730	
<b>DIVISION:</b>	Leisure Services	<b>DATE:</b>	02/01/16	
<b>REPORTS TO:</b>	Manager, Community Center or Supervisor, Recreation		<b>FLSA STATUS:</b>	EX
<b>FULL-TIME: X</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>COST CENTER:</b>	521

**REPLACES:**

**DATE:**

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**JOB SUMMARY STATEMENT:**

Plans, coordinates and supervises all City fitness services (aerobics, fitness assessments, and personal training). Develops and implements fitness classes/courses. Coordinates the purchase and maintenance of all group exercise equipment.

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**DUTIES AND RESPONSIBILITIES:**

1. Hires, trains, supervises and schedules group exercise instructors and personal trainers.
2. Organizes and conducts fitness assessments, equipment orientations, personal training and aerobic classes. Serves as a substitute when necessary.
3. Develops and implements fitness classes/courses to meet the needs and interests of the members. Develops class schedules and assists in promoting fitness services by writing news releases, articles and creating flyers. Writes description of classes offered for brochures and Overview. Visits with groups and individuals to encourage participation.
4. Coordinates the purchase and upkeep of all Group Exercise equipment. Inspects equipment and arranges for needed maintenance. Stays abreast of trends and developments of fitness equipment.
5. Maintains direct contact with patrons. Addresses inquire about fitness programs and services, Community Center, weight rooms. Consults with patrons regarding fitness issues and concerns.
6. Serves as staff assistant at large special events. Assists with trips involving physical exertion (bike trips).
7. Performs other related duties as required.
8. 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.
9. 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.

## GENERAL QUALIFICATIONS

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

Requires a Bachelor's Degree in Exercise Science or a related field of study. Group Fitness Instructor certification accredited by NCCA is required. Must obtain and maintain a Personal Trainer, Fitness Assessment, CPR and First Aid Certifications within 6 months from date of hire. Possession of an appropriate, valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE:**

Two years supervisory experience, with program and project management experience, or an equivalent level of experience.

### **SKILLS:**

1. Excellent oral and written communication skills with internal and external contacts.
2. Good listening and public speaking skills.
3. Strong presentation skills
4. Good project management skills
5. Good proofreading skills.
6. Strong supervisory skills.
7. Strong organizational, control and follow-up skills.
8. Thorough knowledge of the principles and practices of exercise and fitness
9. Initiative, persistence, creativity and the ability to inspire the best in others
10. Working knowledge of windows-based word processing and spreadsheet software applications

### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend City and state regulations.
2. Diplomacy and judgment.
3. Ability to work under distracting conditions
4. Ability to work independently
5. Ability to learn and understand PC software applications..
6. Logical reasoning.
7. Ability to analyze safety situation(s).
8. Ability to train and guide others.
9. Ability to compose news and information articles for Leisure Services.

### **PHYSICAL REQUIREMENTS:**

1. Ability to drive to and from various City events/locations.
2. Ability to stand, walk and sit for extended periods of time.
3. Ability to ride a bike.
4. Ability to hear instructions and deliver oral instructions.
5. Ability to swim and conduct water aerobics classes.
6. Ability to lift 50 lbs and transport 20 feet.
7. Ability to push/pull 50 lbs

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

Group Exercise Instructors and Personal Trainers

**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.**