

POSITION: Fitness Center Coordinator
GRADE: 7N
CODE:

FLSA: Exempt
DATE: 12/03; revised 12/09

POSITION SUMMARY: Oversees the daily activities at the Healthy Lifestyles Fitness Center; orients and screens new members in the establishment of individualized exercise programs; tracks member progress and upgrades exercise programs; available for ongoing consultations with members; provides relevant fitness/exercise education to membership and community; creates and coordinates all physical activity programs for SSCT; works to expand services by increasing public awareness of the program; fulfills other job tasks associated with the Healthy Lifestyles Fitness Program; performs all other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Responsible for membership sales, collection of monies, and developing accounts for new members;
 2. Assess and evaluate individual client's needs during an initial consultation;
 3. Orient client to strength training and cardiovascular equipment;
 4. Supervise clients on a daily basis;
 5. Oversee fitness assistant volunteers;
 6. Complete quarterly assessment of client's progress;
 7. Track and analyze client progress and record data for research purposes;
 8. Conduct fitness/exercise education programs for clientele and community;
 9. Promote healthy lifestyle practices;
 10. Assist with outreach and public awareness of program;
 11. Report to work as scheduled or directed;
 12. Perform all other duties as assigned.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of a fitness center and safe practices;
 2. Adult First-Aid/CPR/AED certification;
 3. Knowledge of current chronic disease management strategies used to enhance and improve overall health and mobility;
 4. Excellent interpersonal skills;
 5. Highly detailed oriented;
 6. Working knowledge of fitness software, and Microsoft Office, including Excel, Access and Word applications.
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REQUIRED EDUCATION AND EXPERIENCE:

1. Bachelor of Science in Adult Fitness, Exercise Physiology or related field from an accredited college or university;
 2. One (1) year or more experience creating individual exercise programs as a Fitness Instructor;
 3. Experience administering relevant health screening tests and using corresponding measurement tools (i.e. blood pressure, body mass index, stress tests);
 4. Valid Driver's License.
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PHYSICAL AND ENVIRONMENTAL CONDITIONS: Work requires no unusual demand for physical effort.

Work environment involves everyday risks of discomforts which require normal safety precautions typical of such places as offices, meetings, and training rooms, e.g., use of safe work place practices with office equipment.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.