



City of Mason
Employment Opportunity
For
Fitness & Health Coordinator

Hiring Range:	\$14.75 to \$17.88	Classification:	Coordinator
Reports To:	Program Supervisor	FLSA:	Non-Exempt
Posted:	May 5, 2021	Department:	Parks & Recreation
Working Hours:	Flexible	Status:	Part-time

General Statement of Duties and Distinguishing Features of Class

Under the direction of the Program Supervisor, this position is responsible for the planning, development and implementation of fitness and wellness programs and services. This may include direct program leadership, staff supervision and evaluation and program coordination.

Examples of Work (Illustrative Only)

- Demonstrates a thorough knowledge of the department's activities, programs, and facilities, specifically those developed with emphasis on fitness and wellness.
- Assists in the promotion, marketing and public relation efforts of fitness/wellness programs and services.
- Ongoing scheduling, training, and evaluation of Fitness & Health staff.
- Maintains an open line of communications with supervisors and other staff.
- Researches, develops, and coordinates new and exciting fitness/wellness programs that are of interest to MCC patrons.
- Completes, submits, and maintains accurate records and paperwork, in a timely manner.
- Assists the Program Supervisor with the coordination of contractual services and programs.
- Maintains an active involvement with "hands on" fitness/wellness programming as appropriate.
- Develop, implement, and update standard operating procedures and guidelines for fitness floor, group exercise classes and personal training.
- Participate in overall departmental assessment planning and goal setting by maintaining statistical data on all program areas including participation counts, demographics, and program evaluations.
- Attends in-service training sessions and/or staff meetings as requested.
- Uphold the policies and procedures of the City of Mason and Parks & Recreation Department.
- Display knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Ability to work a flexible schedule, including evenings and weekends when required, and open to adjust schedule based on the needs of the community center, which includes covering fitness floor shifts and teaching group exercise classes.
- Performs related duties and responsibilities as required.

Skills, Knowledge, and Abilities: the following is preferred

- Possession of a high school diploma or GED required, post-secondary education desirable.
- Possess and maintain current certification in American Red Cross *Standard First Aid and CPR*
- Possess and maintain current certification or credentials from a nationally-recognized training organization (ACE, AFAA, ACSM)
- Specialty certification as personal trainer, exercise specialist, group fitness instructor, health and fitness specialist or similar area, preferred.
- Previous experience in leading a variety of group exercise classes.
- Considerable knowledge of the MCC facility, department programs and services



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- Ability to direct and supervise subordinates and to maintain a positive working relationship with them for the efficient operation of the fitness/wellness/sports facilities.
- Ability to exercise good judgment and function within broad guidelines with minimal direction or supervision.
- Ability to problem solve as it relates to programming, customer service and patron relations.
- Ability to work a flexible schedule (including evenings, weekends & holidays), as dictated by programming and facility needs.

Physical Requirements

Work in a recreational/office environment, frequent walking and standing; ability to lift/carry objects up to 55 pounds, stoop and crouch, sit or stand for extended periods.

I understand that I am applying for employment at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.