

CITY OF SHEBOYGAN

Job Title: Fitness Coordinator – Part Time

Grade: 2

Reports To: Supervisor

Department: Senior Activity Center

Classification: Non-Exempt

Division: Non-Represented

Updated: July 21, 2014

Approved:

POSITION SUMMARY:The Fitness Coordinator develops and administers a comprehensive fitness and exercise program to meet the needs, interests and capabilities of people 55 and older. The position prepares and teaches events for older adults, performs basic record keeping and data collection and works with public relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establish, plan, promote, coordinate and teach a wide range of fitness and exercise classes for both beginners and experienced participants.
2. Survey users of the Senior Activity Center to establish their personal health and wellness goals.
3. Develop and facilitate programs to meet identified needs and goals.
4. Assist as needed for special events and other classes as part of the staff team.
5. Ensure the availability of space for scheduled events and prepare the spaces with all necessary furniture and supplies.
6. Serve as an effective member of the Activity Center team to promote a non-discriminatory, pleasant environment for both staff and clients.
7. Performs demonstrations and teaches classes to groups in the community, outside the Senior Activity Center location.
8. Greet all individuals tactfully and courteously, both in person and on the phone.
9. Manage event calendars, make travel arrangements, schedule activities and maintain accurate records of all events.
10. Maintain supplies and equipment for fitness and exercise programs.
11. Perform other work-related duties as assigned, respond to requests for information in a timely and accurate manner.

SUPERVISORY RESPONSIBILITIES: N/A

QUALIFICATION REQUIREMENTS:

1. The knowledge and ability to teach or schedule teachers of a wide variety of fitness and exercise classes.
2. Experience in physical fitness programs, dance etc and ability to teach and perform.
3. The knowledge and ability to coordinate and manage promotional activities pertaining to senior programming and recreational programs.
4. PC literacy including working knowledge of software including: Internet Explorer, Microsoft Word and Microsoft Publisher.
5. Strong interpersonal, communication and organizational skills and a strong sense of responsibility and initiative.
6. Ability to work closely with the Supervisor and Senior Activity Center personnel in planning and implementing a variety of programs.
7. Ability to work independently in a fast-paced environment with frequent interruptions.
8. Possession of a valid Wisconsin Vehicle Operators License and insured automobile for use on the job.

EDUCATION and/or EXPERIENCE:

High school diploma or a GED Certificate recognized by the WI department of Public Instruction.

PRE-EMPLOYMENT:

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

LANGUAGE SKILLS:

1. Ability to communicate effectively, verbally and in writing, to other city departments, the business community, other staff, volunteers and a diverse range of clients.
2. Ability to prepare press releases, other advertisements, maintain and publish event calendars, activity sheets and newsletters as needed.

MATHEMATICAL SKILLS:

1. Ability to provide basic bookkeeping functions efficiently.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk.

The employee must regularly lift and/or move up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.