

## WELLNESS & FITNESS COORDINATOR

**Department:** Leisure Services                      **Classification/Grade:** 19  
**Division:** Recreation                                      **FLSA Status:** Non-Exempt  
**Reports to:** Leisure Services Director                      **Date Approved:** July 2011

*Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class*

### **DEFINITION**

Under general supervision, plans, schedules, coordinates and implements a variety of wellness/fitness activities that meet the recreation needs of a diverse population of customers. Responsible for supervising and monitoring the daily activities of the Recreation Center weight, dance, fitness and karate rooms, gymnasium, and racquetball courts. Supervises and reviews work of part-time and contractual personnel. Perform other tasks as needed or directed.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

**(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation).**

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, coordinate, implement and supervise fitness/wellness programs and activities to meet the needs of pass holders and guests at the Recreation Center.
3. Provide supervision and monitor the activities and behavior of pass holders and guests in the Recreation Center weight, dance, fitness and karate rooms, gymnasium, and racquetball courts; enforces compliance with policies, procedures, proper usage of equipment, and safety rules.
4. Conduct oneself at all times in a professional manner. Greet pass holders and guests by name, provide superior service, say good-bye, invite them back, and make it a point to visit with each individual while they are working out to ensure a safe and comfortable environment.
5. Ensure the proper cleaning and maintenance of fitness equipment and activity areas - providing a safe environment; Maintains all equipment in safe and working order. Provide preventative maintenance on equipment as needed.
6. Supervise the daily activities of assigned part-time, contractual personnel and community service workers; evaluate and recommend discipline or discharge as needed.
7. Evaluate participants' fitness needs and suggest appropriate exercise program for meeting those needs, demonstrating proper technique as needed, including providing personal instruction if necessary. May maintain pass holder work-out cards/records.
8. Receive and respond to questions, concerns and complaints of citizens regarding wellness/fitness programs, policies and/or personnel.
9. Assist in developing and implementing effective marketing efforts to increase public awareness and participation.
10. Evaluate effectiveness of programs and services and make recommendations for change or improvement.

11. Assist with annual budget preparation; order supplies and equipment as needed; monitor program expenditures.
12. Maintain, receive, review, prepare and/or submit various accurate records and reports including customer surveys, incident reports, accident reports, purchase orders, price quotes, memos, correspondence, and other program related.
13. Attend scheduled employee meetings.
14. Be dependable and meet acceptable attendance requirement at all times; arrive to work on time, everyday as scheduled.
15. Follow all applicable safety rules and regulations, City polices and procedures, and all laws and ordinances.

### **OTHER JOB FUNCTIONS**

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Works at front reception desk as necessary.
- C. Works facility and division events, as necessary.
- D. Perform other related duties as assigned.

### **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

#### **Knowledge of:**

- Techniques and skills necessary to plan, schedule, market, implement and supervise fitness programs, services and activities.
- Fitness equipment preventative and general maintenance; safety procedures, including proper use; applicable health and safety regulations.
- Effective communication and supervision techniques of people and areas.
- Current industry trends.
- Proper and accurate record keeping methods, budget control, and evaluation skills.

#### **Ability to:**

- Plan, develop, market and implement effective wellness/fitness programs, services and activities to meet the needs of pass holders and guests at the Recreation Center
- Effectively supervise and monitor assigned areas of work.
- Supervise, train, schedule and evaluate assigned part-time staff, contractual staff, and community service workers.
- Properly assess the fitness needs of pass holders and guests.
- Communicate clearly and effectively, orally and in writing.
- Read, understand and communicate policy and procedure manuals, technical manuals, budget documents, fitness manuals, etc.
- Prepare reports, records, correspondence, etc. with proper format, punctuation, spelling and grammar, using all parts of speech.
- Establish and maintain positive working relationships with those contacted in the course of work; speak and convey information, including giving direction, with poise, voice control and confidence.
- Interpret and apply laws, ordinances, rules, regulations, and safety and health standards.

**Special Requirements:** See “Training/Certificates” section.

**Experience, Education and Training:**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

**Education:** High School Diploma or GED. College Degree in health, fitness or recreation related field preferred.

**Experience:** Two (2) years experience in the health and fitness field.

**Training/Certificates:** Certification from a national organization such as ACSM (American College of Sports Medicine, ACE (American Council on Exercise), NASM (National Academy of Sports Medicine, or ISSA (International Sports and Science Association), IDEA, or ICSM (International Certification in Sports Management) required. Must possess and maintain current First aid and CPR certifications. Must possess at time of employment and continuously throughout employment, a valid Drivers License.

**WORKING CONDITIONS**

Work is performed under the following conditions:

Subject to high levels of public contact and frequent interruptions; work closely with others.

**Physical Requirements:**

Work is generally performed in an indoor environment that provides for a smoke-free environment that may occasionally be humid as well as moderately loud. Duties require sufficient mobility to operate a variety of machines and equipment including standard office equipment; Task involve the ability to exert moderate, though not constant physical effort, typically involving sustained posture in a seated position, standing and/or waking for prolonged periods of time; frequent bending, twisting, reaching, stooping and climbing; vision to read and hearing and speech to communicate in person or over the telephone. Travel to off-site facilities. Work a flexible schedule, depending on programs needs, including working evenings, weekends and shifting assignments. Respond physically to emergencies quickly and appropriately; lift, push, pull, move, set up and remove objects and materials of moderate to moderately heavy weight (up to 50 pounds or more).

**Job Hazards/Risk Factors:**

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002  
October 2006  
July 2008 (Grade)  
March 10 (Licsence)  
July 2011 (Department)