

THE HUMAN RESOURCES DEPARTMENT OF THE
CITY OF UNIVERSITY CITY, MISSOURI
ANNOUNCES AN
EMPLOYMENT OPPORTUNITY
IN THE MUNICIPAL SERVICE

RECREATION COORDINATOR (FITNESS)

Salary Range \$31,278 - \$40,152 annually + excellent benefits

U. City Parks & Recreation Dept.—This position entails administrative and office management duties. Responsibilities include: planning, designing, implementing and supervising fitness programs, personal training and special events for all areas of fitness and wellness, maintaining equipment and fitness supplies. Requires 4-yr degree in Exercise Physiology, Parks & Rec or related field and 2 yrs fitness program management and supervisory experience. Professional fitness certification or ability to obtain desirable. Secure application at www.ucitymo.org or apply in person at U. City, 6801 Delmar, 2nd flr, HR dept. EOE/AA.



City of University City

Department of Parks Recreation and Forestry (Centennial Commons)

Position Title: Recreation Coordinator- Fitness

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Supervisor: Recreation Supervisor II or Facility Superintendent

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

FLSA - Exempt

Nature of Work:

Responsible for planning, designing, implementing, and supervising fitness programs, personal training and special events for all areas of fitness and wellness aspects of the department. Duties include budgeting, developing, implementing and evaluating programs and activities, supervising fitness staff and their activities. Maintaining equipment along with supervising overall preventive maintenance program for the equipment and fitness supplies. Area-specific responsibilities may include, but not be limited to: group exercise programs, fitness center, personal trainers, health and wellness programs, special events, supervision of fitness instructors, part-time employees and the general overall operation of Centennial Commons.

Examples of Work:

- Supervises part-time department staff, including recreation aides and leaders, facility maintenance and custodial workers.
- Assists in handling various personnel functions, including hiring, training, evaluating, and disciplinary actions.
- Monitors fitness facility and recreation operations for efficiency, safety awareness, cleanliness, and cost effectiveness. Provides Recreation Supervisor and Facility Superintendent with facility and programming services statistical reports and recommendations.
- Implementation of risk management program for fitness operations and program services.
- Assists with ongoing review of service fees and charges, program and facility participant evaluations and surveys, and program registrations; provides Recreation Supervisor and Facility superintendent with status report information and recommendations.
- Implements customer service program to effectively meet the health, fitness, and leisure needs of the community.
- Identifies current members and market trends in the fitness industry. Coordinates the marketing of fitness programs and facility services through a variety of media, including but not limited to; television, radio and newsprint public service announcements, brochures, flyers, public presentations, and one-on-one public contact.
- Coordinates fitness center and program scheduling.
- Assists in budget preparation and implementation for fitness operations and programs, including equipment replacement plan.
- Assists in the development of policies, procedures, operations and customer service relations for fitness facility and programs.

- Assists in ongoing training for facility and recreation staff in modern practices, theories, policies, and procedures.
- Responsible for fitness facility and program scheduling of part-time fitness center staff, including part-time attendants, and contractual instructors and trainers.
- Coordinates cooperative programming efforts with neighboring municipalities, businesses, schools, and other not-for profit agencies in providing comprehensive recreation and leisure services to the community.
- Assists in purchasing of department equipment, supplies and services, including research, bid preparation, and supervisor recommendation.
- Handles confidential and sensitive information in an effective manner.
- Coordinates preventive maintenance plan on all fitness equipment
- Performs special projects and tasks as assigned by the Facility Superintendent and Recreation Supervisor.

Knowledge, Skills and Abilities

- Thorough knowledge in maintaining a safe working environment.
- Working knowledge of the principles and operating practices of mechanical systems of general recreation and fitness facilities.
- Ability to establish and maintain effective working relationships with employees, patrons, general public, and business representatives consistently.
- Ability to organize, supervise, direct, and evaluate fitness facility staff and operations.
- Ability to formulate and enforce the rules, regulations, policies and procedures governing the department.
- Ability to formulate long range plans, goals and objectives for fitness facility and programs.
- Ability to prepare, coordinate and monitor fitness facility and program budgets in a fiscally responsible manner.
- Ability to give and understand written, visual and oral instructions.
- Ability to communicate effectively in written and oral forms.
- Working knowledge of basic computer practices and procedures.

Equipment Used to Perform Job:

Telephone, computers, copy machine, fax, printers, radio, TV, VCR, DVD, defibrillator.

Physical/Visual Activities or Demands

- Sitting, talking, hearing, walking, reaching, bending, stooping, climbing and lifting.
- Concentrated mental and visual attention with normal hand – eye coordination required.
- Clarity of vision at 20 inches – corrected or uncorrected.
- Occasional moving of items up to 60 lb.
- Able to work inside and outside in all weather conditions.

Education, Qualifications and Experience Required:

Bachelor's Degree in Exercise Physiology, Parks and Recreation, Physical Education, or closely related field.

Health promotion exercise science and Personal training certification preferred.

Two years professional fitness program management experience, with at least one year in a supervisory capacity preferred. Professional fitness certification from a national certifying agency (or ability to obtain), ACSM, AFFA or ACE desirable.

Applicant Certification

I have read and understand the essential functions of the job for which I am applying. I can meet these requirements with or without reasonable accommodations.

Signature _____ **Date** _____

Print Name _____