



JOB TITLE: FITNESS COORDINATOR
REPORTS TO: SPORTS & WELLNESS ASSISTANT DIRECTOR/FITNESS
STATUS: FULL-TIME (EXEMPT)

RESPONSIBILITIES

- Supervise the fitness room, track, boxing rooms, and studios.
- Conduct 14-16 classes per week on the clock.
- Provide assisted stretching to clients.
- Assist with the supervision of part-time floor workers.
- Assist with maintenance of fitness equipment.
- Ensure appropriate use of all equipment.
- Participate in monthly meetings with all of our instructors and personal trainers.
- Assist in recruiting, supervising, training, and evaluating instructors, personal trainers, full time staff, and part time staff.
- Participate in staff meetings with director and assistant directors.
- Assist in planning, development, and implementation of all fitness programs.
- Assist in planning of Special Events (Senior Events and Holiday Party Planning).
- Participate in staff meetings, program committees and other agency committees related to the department.
- Keep informed of various trends and programs in the community/nationally that may be implemented at the DPJCC.
- Maintain statistical records for fitness programs, fitness classes, and provide data for future programs.
- Assist with supervision and security of all Sports and Wellness Facilities, including opening and closing the building.
- Appropriately document all issues, concerns, work orders, accidents and incidents.
- Perform first aid and execute emergency procedures. Appropriately document all accidents and reports to Sports and Wellness Assistant/Director.