CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**RECREATION SUPERVISOR – FITNESS**	**CLASS: 210**
Department:	Parks & Recreation	Title Originated: 2001
Date:	July 2, 2012	Title Revised: 2012
Reports To:	Recreation Superintendent	Updated:

General Statement of Duties:

Under direction of the Recreation Superintendent, the Recreation Supervisor-Fitness is responsible for the planning, directing, supervising, coordinating and managing organized fitness/wellness programs for all ages on a year round basis. The Recreation Supervisor-Fitness must function independently within a framework of general direction and guidance as provided by the appropriate supervisors.

Essential Functions of the Position:

Plans, conducts, instructs and performs specific fitness/recreation programs and special events;

Interviews, trains, schedules, supervises and evaluates all fitness staff;

Develops and implements policies and procedures for the fitness floor, reviews and amends as needed;

Maintains fitness equipment inventory and advises when replacement of equipment is necessary – acts as lead person in City's purchase of new and replacement fitness equipment;

Establishes and maintains the criteria and standards for fitness staff and their training;

Prepares promotional articles, news releases, brochures, newsletters and reports on the fitness programs;

Develops and maintains specific budget programs;

Sets-up and tears-down recreation equipment and sound equipment for various programs;

Performs all administrative, marketing and program development functions as necessary to provide quality programming;

Performs routine office functions and operates various office equipments and files;

Serves as liaison to local organizations, agencies and special event groups for wellness related activities;

Serves as Building Supervisor on Duty at the Community Center, as scheduled.

Knowledge, Skills and Abilities:

Skills, training and/or certification as required and the ability to provide instruction in activities or areas which are activity specific and more difficult to staff;

Ability to instruct and perform in specific recreational area or areas including but not limited to fine arts program activities, sports and games, outdoor activities, music and physical fitness;

Ability to deal with patrons in a friendly, courteous and professional manner;

Ability to maintain effective relationships with staff and the public to promote and maintain high morale and enthusiasm;

Ability to express oneself accurately both verbally and in writing;

Ability to work flexible hours including weekends and evenings as necessary and as scheduled;

Ability to lift and carry heavy objects up to fifty pounds as may be required.

Minimum Requirements of the Position:

This individual must possess a degree from an accredited college or university with a major in Recreation Administration, Exercise Physiology, Health Education or a closely related field or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; current ACSM, ACE, AFAA, NSCA, or comparable certification preferred. Experience in fitness administration is highly desirable. Maintain a current certification in CPR and First Aid. Possess a valid Ohio Driver's License.

The 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 individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 22-2012; Effective July 2, 2012