CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**RECREATION SUPERVISOR – SENIOR FITNESS**	**CLASS: 224**
Department:	Parks & Recreation	Title Originated: 2004
Date:	July 2, 2012	Title Revised: 7/2012
Reports To:	Senior Center Manager	Updated:

General Statement of Duties:

Under direction of the Senior Center Manager, the Recreation Supervisor-Senior Fitness is responsible for planning, directing, supervising, coordinating and managing organized fitness/wellness programs and senior recreation programs. The Recreation Supervisor-Senior 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 has the ability to perform specific fitness/recreation programs and special events;

Interviews, trains, schedules, supervises and evaluates all part-time fitness staff;

Maintains fitness/sports equipment inventory and advises when the replacement of the equipment is necessary;

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

This individual prepares promotional articles, news releases, brochures, newsletters and reports on an as needed basis;

Prepares and maintains specific program budgets;

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

Performs routine office functions and operates various items of office equipment and files.

Knowledge, Skills and Abilities:

Specialized 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 art 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 level of enthusiasm;

Ability to express oneself accurately both verbally and in writing;

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

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

Minimum Requirements of the Position:

This individual must be a graduate from an accredited college or university with a major in Recreation, Exercise Physiology, Health Education or closely related field or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities - possession of a current ACSM, ACE, AFAA, NSCA or comparable certification is preferred.

Possess a current certification in CPR and First Aid.

Possess a valid Ohio Driver's License and the ability to attain an Ohio Commercial Driver's License within six months of the date of employment to operate department vans and buses as needed.

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