

**POSITION TITLE: FITNESS SPECIALIST**  
**DEPARTMENT: PARKS & RECREATION**

**CITY OF  
 BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Aquatics/Fitness Manager

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Yoga instructors, group exercise instructors,  
 aquatic fitness instructors, & KKC staff

**DIRECT:** Numerous

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for the operations and programming of all fitness areas.

**JOB RESPONSIBILITIES**

Creates rules, policies, schedules, and marketing plans for all fitness areas

Assists the Aquatics/Fitness Manager with supervision of community center fitness operations and personnel; staffs the fitness facilities; secures new and maintains existing pass holders to the community center

Maintains training and certifications necessary to provide safe fitness facilities and programming for patrons

Ensures the safety and satisfaction of fitness complex users and enforces all safety and health rules uniformly; maintains adequate first aid supplies and ensures rescue and first aid equipment is in good order

Develops, instructs, and supervises fitness and wellness-related programs, events and classes in conjunction with the Aquatics/Fitness Manager; assists with educational/recreational activities throughout the parks system and community in collaboration with other Parks and Recreation staff; supervises direct reports

Evaluates fitness programming and operations, prepares reports, and makes suggestions for improvement and cost effectiveness

Maintains patron files and ensures their safety and privacy

Monitors the use of equipment, inspects facilities and equipment and trains others to do the same, orders needed maintenance of fitness equipment

Communicates with other staff members

Assists with departmental planning and goal setting; responsible for implementing activities to achieve goals with budgeted amounts

Attends regular and special staff meetings and trainings

Trains and certifies new and existing staff in CPR, First Aid. Reviews and processes all instructor invoices and KKC timesheets.

Performs other duties as assigned

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, sit, talk/hear, stoop, kneel, crouch, crawl, or balance, smell, reach with hands and arms, use hands to finger, handle or feel. Must be able to clearly focus at 20 inches or less, must have clear vision at 20 feet or more, must be able to identify colors, must have good peripheral vision, good depth perception, and must have good fine focus abilities, and be able to lift up to 50 pounds, ability to jog and run regularly for up to 60 minutes.

<b>REQUIRED SKILL SETS</b>	
<p><b>Occupational/Technical Skills</b></p> <p>Knowledge of community center staffing and programming in municipal parks and recreation setting</p> <p>Thorough understanding of current techniques, practices, materials, equipment, regulations, and safety precautions related to fitness programs and services in a municipal parks and recreation setting</p> <p>Ability to utilize spreadsheet, database, and work processing programs and selected job-related software</p> <p>Ability to read and understand at a basic level the departmental budgets and technical reports related to the job</p> <p>Maintain current CPR/First Aid certifications, ACA, AFAA, or ACSM certifications</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><b>Administrative Skills</b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to set goals, create strategies and schedules and execute them to meet these goals with a minimum of direction</p> <p>Ability to supervise, plan, organize, train, assign, and direct work of staff</p> <p>Ability to adequately allocate resources and coordinate activities of others to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to use techniques of effective time management</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to process paperwork effectively</p> <p><b>Cognitive Skills</b></p> <p>Ability to make timely, sound decisions</p> <p>Ability to identify problems, recognize symptoms, causes and alternative solutions</p> <p>Ability to perform standard arithmetic, including percentages and decimals, area and volume calculations, dilution factors, and comparative evaluations</p>	<p>Knowledge of basic budgetary principles</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b>Communications Skills</b></p> <p>Ability to speak and write effectively, both the individuals and groups</p> <p>Ability to let people know of decisions, changes and other relevant information in a timely fashion</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to prepare clear and concise reports, correspondence, and other written materials</p> <p><b>Interpersonal Skills</b></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public, staff and volunteers</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates and superiors</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, contractors, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><b>Leadership Skills</b></p> <p>Ability to take charge and initiate actions</p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to instruct and train staff</p> <p>Ability to motivate others</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is performed mainly indoors, and typically involves contact with the general public and employees; activity schedules maybe irregular involving night and/or weekend meetings and programs.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>Four-year college degree; certifications to be acquired and maintained include CPR/First Aid, ACA, AFAA or ACSM certification; First Aid/CPR instructor certification within 6 months of hire; must be able to maintain a valid Ohio Driver's License; 1 - 2 years relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.