

Fitness Program Coordinator

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Company: City of Arlington

Location: United States

Category: arts-design-entertainment-sports-and-media

JOB SUMMARY

Under general supervision directs and coordinates all recreation classes camps and special events on a city-wide basis for recreation centers, parks, schools, and other facilities.

Hires, trains, supervises and evaluates all instructors and staff that provide recreation selection in program area.

ESSENTIAL JOB FUNCTIONS:

1. Plan, promote, schedule, and direct fitness programs, camps, and special events throughout the Parks system on a community wide basis.
2. Develop and monitor an annual budget; monitor and analyze revenues and expenditures to ensure performance targets are met; ability to manage financial processes and procedures involving payroll, purchasing, facility operations and inventory control.
3. Effectively supervise staff and volunteers and determine requirements to ensure the safety of the public and personnel.
4. Resolve customer service concerns relating programs and policies and ensure positive public relations; determine needs based on customer comments and preferences and effect action in response to any deficiencies.

OTHER JOB FUNCTIONS :

5. Select, hire, train, and evaluate instructors and interns that provide instructional and/or program oversight services to the public.
6. Manage web-based program registration/scheduling applications and an online registration

system for fitness program participants; ability to track and analyze performance metrics and develop marketing materials for all program areas.

7. Resolve problems through the use and application of various process improvement tools and methods

8. Facilitate process teams to develop and recommend improvements

9. Function as the on-site manager responding to customer and staff needs; ability to determine facility and program needs and adjust as necessary to ensure program success.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities Required:

- Knowledge of principles, rules and materials of fitness management
- Knowledge of techniques of supervision to plan, assign, coordinate, direct and monitor personnel and fitness programs
- Knowledge of basic marketing and promotional strategies
- Knowledge of ADA and its effect on fitness programs
- Skill in oral and written communication
- Skill in office management principles
- Skills in managing multiple tasks
- Ability to determine program/event supply needs; make recommendations for facility needs and repairs and implement recommendations to solve problems
- Ability to determine needs of citizens and develop solutions to customer service requests
- Ability to plan, organize, train, develop and monitor subordinate employees and their work assignments to accomplish unit objectives
- Ability to prepare, track and reconcile annual program budget
- Ability to plan, organize and evaluate fitness programs
- Ability to understand concepts and perform calculations involving fractions, decimals, and percentages for determining costs involved in new programs
- Ability to prepare accurate financial records, activity reports, and annual budget requests
- Ability to develop alternative solutions to problems, to evaluate courses of action and to reach appropriate decisions
- Ability to perform a variety of physical skills including but not limited to seeing, calculating, carrying and entering data on a personal computer
- Ability to operate a motorized vehicle

- Ability to lift or exert forces equivalent to lifting to 50 pounds
- Ability to operate a variety of office equipment including but not limited to personal computer, calculator, telephone, fax machine and copier
- Ability to work occasionally in an outdoor environment
- Ability to respond to afterhours calls

Qualifying Education and Experience:

A Bachelor’s Degree in Kinesiology, Fitness Management, or Recreation Management or related field.

Pre-employment screenings:

Criminal background check, Drug/Alcohol Testing, Physical, Human Performance evaluation (HPE) and Motor Vehicle Review (MVR).

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