



JOB DESCRIPTION

| | | | |
|---------------|---|--------------|---------------------|
| Title: | Fitness & Aquatics Programs Supervisor | FLSA Status: | Exempt |
| Reports To: | Fitness & Aquatics Manager | Pay Grade: | K - \$47,200-56,600 |
| Annual Hours: | 2,080 | Status: | Full-Time |

POSITION SUMMARY

This position is responsible for the planning, coordination and implementation of fitness and aquatics programs for senior citizens to fulfill the mission of the OPC; provides safe, sustainable and attractive recreational opportunities for members; and ensures effective and efficient operations under the general direction of the Fitness & Aquatics Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership in the delivery of superior services in support of the mission of OPC.
2. Plan, organize, implement, and oversee fitness and aquatic programs, facilities, and special events.
3. Develop, implement, and maintain fitness and aquatic operational procedures.
4. Assign and schedule personal trainers with fitness center members to maximize customer satisfaction.
5. Coordinate new member orientation appointments with service staff.
6. Assist in the management of fitness member registration, renewals, and refunds.
7. Manage service to patrons on fitness center floor and at aquatic facility.
8. Provide developmentally appropriate activities that meet the needs and interests of the participants.
9. Assists in the development and implementation of short-term and long-range plans and strategies.
10. Evaluates the effectiveness and efficiency of programs and services making recommendations on the introduction and/or deletion of programs and services.
11. Provides recommendation in a marketing strategy for fitness and aquatics programs, services, and facilities consisting of appropriate pricing and promotional efforts.
12. Assists in the recruitment, selection, training, supervision, and evaluation of staff and volunteers.
13. Contract with independent contractors and vendors for programs and services as needed. Review and prepare costs for the annual budget.
14. Purchase, distribute, and maintain proper inventory of all supplies and materials.
15. Prepare and maintain management reports and records regarding programs and services.

16. Monitor safety and cleanliness of the fitness center and aquatic facility including such amenities as the floor/deck, equipment, and locker rooms.
17. Regularly communicate with the Fitness & Aquatics Manager and Administration to discuss major maintenance items of concern.
18. Establish a cooperative planning and working relationship with community agencies and organizations.
19. Plans, organizes, schedules, and coordinates recreational activities both onsite and offsite.
20. Reinforces a safe working environment and ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures equipment is safely operated; ensures all regulations pertaining to the safe use of equipment are understood and followed.
21. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries.
22. Assists in the planning and support of annual fundraisers and events.
23. Responds to inquiries and complaints and ensures proper follow through.
24. Monitors fee collections.
25. Works extended hours as required to accommodate needs of the department and organization; attends weekend or evening events as required throughout the year.
26. Other duties as assigned.

Education: Bachelor Degree in Recreation Administration, Sports Management, Fitness Management, Exercise Physiology/Science, or related field.

Certifications/License: Certified First Responder. Certified Lifeguard. Certified Park and Recreation Professional (CPRP) Certificate recommended. American Council on Exercise certificate required within six months.

One or more of the following national certifications preferred: Group Exercise certification; Personal Trainer certification; Certified Pool Operator certificate. Valid Driver's License.

Experience: Three to five (3-5) years recreation experience preferred. Experience in managing a fitness and/or aquatic facility preferred. Hours: Full-time, year-round position at 40 hours per week. Work schedule may vary and will include regular nights and weekends. May involve additional hours on an as needed basis.

OTHER REQUIREMENTS

- Must successfully pass criminal background and caregiver check.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Skill in managing multiple projects and prioritizing multiple tasks and demands.
- Ability to develop department goals and objectives and perform planning and budgeting functions.

- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations. Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Solid business acumen, management reporting, and problem-solving skills.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Knowledge of computer software including word processing, spreadsheet, database applications and specialized software consistent for this position.
- Ability to communicate clearly and concisely in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Organizational and time management skills needed to meet deadlines.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information in moderately loud conditions.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- Frequently exposed to aquatics chemicals.
- Occasionally works in outside weather conditions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.