



Excelsior Springs Parks, Recreation, & Community Center Department

Job Title:	Fitness Coordinator	Job Category:	Exempt
Department/Group:	Parks, Recreation, Community Center	Supervisor:	Assistant Director
Location:	Excelsior Springs Community Center	Date Closing	February 22, 2023
Level/Salary Range:	I - \$40,938 starting	Position Type:	Full-time Position

Job Description

GENERAL PURPOSE:

ESPRCC is looking for a team-orientated Fitness Coordinator that will assist in shaping the future of a growing ESPRCC Fitness Division. A successful Fitness Coordinator will be someone energized by a fast-paced environment with strong communication skills, the ability to identify areas of improvement, program development and can be a team player. The successful candidate will be responsible for scheduling, training, and supervising staff, along with program development at ESPRCC Fitness Facilities. Under the direction of the Assistant Director and in accordance with the mission and purpose of the Excelsior Springs Community Center, the Fitness Coordinator shall be responsible for the administration, direction, and supervision of the Fitness Division. Failure to provide adequate services will result in unsafe recreation facilities or a lack of programs in the community. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members, and youth and elders in particular.

ESSENTIAL JOB FUNCTIONS:

1. Attend any required departmental training.
2. Facilitate and oversee the organization, management and daily operations of quality health, fitness, and wellness programs at ESCC.
3. Recruit, hire, train, coach and mentor fitness team while driving a culture of service.
4. Provide effective fitness and wellness programs for adults, teens, children, seniors and special populations that drive growth in membership and program participation.
5. Build and maintain relationships with community and corporate partners with specific focus on off-site fitness programs, community health and corporate wellness.
6. Partner with Marketing & Community Outreach Manager to ensure effective promotion and visibility of all program areas.
7. Provide indirect guidance and support to the Membership department to create a cohesive member experience.
8. Utilize ESCC tools and standards in completing and administering performance evaluations and individual development plans.
9. Plan and organize staff meetings to ensure consistent communications, directions and accountability.
10. Manage payroll.
11. Ensure a culture of inclusion that builds and celebrates diversity within ESCC and our community.
12. Develop and manage Fitness Department budgets including fitness, group fitness in specific locations, personal training, wellness, and other related programs. Demonstrate sound fiscal management skills.
13. Ensure safety and maintenance of facilities, grounds and equipment to minimize risk to members, participants and the ESCC.
14. Provide leadership and support to other departments and serves as Supervisor on Duty as assigned.



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15. Responds in a timely manner to incoming email and phone inquiries and concerns
16. Interacts on a regular basis with members, reinforcing ESCC benefits, addressing concerns, issues or problems, including engaging in membership events, fitness classes, programs, etc.
17. Oversees program areas, ensuring programs are on-trend and fiscally viable.
18. Coordinates the marketing of programs through the website, social media, and other marketing opportunities.
19. Assists in the development of operating budgets for fitness facilities and programming.
20. Oversees the development and implementation of staff training for in-services along with online training for facility policies & procedures.
21. Develops and maintains relationships with community organizations to promote district-wide programs.
22. Participates in department and district-wide meetings to support and promote district-wide strategic objectives and initiatives.
23. Opportunity to participate in district-wide committees.
24. Develops and maintains expertise in recreation program trends and issues by attending professional conferences and serving on professional committees to provide leadership in the park and recreation community.
25. Other duties as assigned by the supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Four-year college degree in health and/or fitness related field and/or equivalent experience in a related field is recommended.
2. Experience in a fitness-focused role to include fitness center experience, personal training, group fitness, community health, family fitness and other related programs recommended
3. Experience in leadership positions and ability to show examples of goals achieved.
4. Strong computer skills with the ability to adapt to new software.
5. Demonstrated experience in recruiting, hiring, training and development of volunteers and staff.
6. Excellent verbal, written and interpersonal communication skills.
7. High level of organization demonstrating sound judgment, initiative and independent thinking
8. Ability to develop short and long term plans.
9. Ability to effectively work/interact with diverse populations.
10. Demonstrated ability to effectively inspire, develop and lead a team.
11. Excellent working relationships with community partners.
12. High ethical standards and possess strong personal and professional integrity.
13. Ability to successfully obtain and maintain certification in CPR/AED and First Aid.
14. Must have current national accredited certification (ACE, ACSM, NASM, NSCA, CI-CPT AFAA)
15. Completion of Group fitness certification by ACE, AFAA, ACSM, NETA, NASM, ISSA, ASFA

PREFERRED SKILLS:

1. Strong customer service skills.
2. Ability to follow written and verbal instructions. Intermediate proficiency with Microsoft Office Software applications including Word, Excel and Power Point. Experience with Sportsman software a plus. If no experience must be willing to go through proper training to master this program.
3. Ability to gather information, make computations and assist in other department activities. Must be able to maintain confidentiality.
4. Ability to establish and maintain effective working relations with coworkers and the public.



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5. Ability to make work-related decisions in accordance with Department policies and regulations with a minimum of supervision.
6. Skill in organizing, planning and preparing materials and evaluation goals and objectives
7. Skill in selecting, supervising, and appraising, counseling, and discharging personnel
8. Skills in management and staff development.
9. Ability to establish good working relationships with public, subordinates and supervisors
10. Ability to maintain self-control and composure and set a professional example for the staff and participants
11. Ability to demonstrate a strong commitment to patron services
12. Ability to understand, analyze and implement ideas and concepts
13. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity. The employee distinguishes between shades and color.
14. Ability to work nights and weekends with irregular work hours.
15. Exposure to communicable diseases and bodily fluids.
16. Must be able to lift, push, pull, and carry up to 50 pounds in weight.
17. Position may require bending, leaning, kneeling, and walking.

ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time