

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Fitness Coordinator
Job Code	
FLSA Status	Non-Exempt
Pay Grade	107

GENERAL SUMMARY

Coordinates and implements quality fitness programs for people 50+ in a popular community hub known for a welcoming culture. Supervises Assistant Fitness Coordinator and contract instructors/trainers. Supervises fitness area operations. Leads classes and subs as needed. Manages class proposals, program schedule, and promotional initiatives.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provide leadership to ensure excellence in fitness programming.
- Lead group fitness, personal training, and equipment orientations.
- Recruit, vet, recommend, schedule, supervise and evaluate contract instructors.
- Conduct regular analysis of class attendance and fitness trends.
- Develop and implement new classes and special events that support fitness and wellness.
- Create and maintain fitness information for the catalog and other promotional tools.
- Provide direct customer service via registration software, email, phone and in person.
- Recommend and execute policies and procedures for fitness operations.
- Provide input and oversight for equipment maintenance and service.
- Contribute to high level team leadership, communication and culture.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college with major course work in Exercise Science or related field.
- 5 to 7 years' experience; supervisory required.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

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Licenses or Certifications

Personal Training Certification and Group Fitness Certification from national associations.
Senior focused certifications preferred. Life Guard training preferred.

OTHER JOB REQUIREMENTS

Ability to become Life Guard certified within 3 months of hire.

PREFERRED QUALIFICATIONS

Experience with older adults with various levels of abilities. From HIIT to seated programs.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Fitness programming; instructional and motivation techniques
- Safety considerations and precautions
- Strategies to deliver effective and enjoyable classes
- Foundational, evidence-based knowledge of group fitness
- Knowledge of strength and cardio equipment
- Trends in health and wellness

Skill in:

- Fitness program development and management
- Supervision
- Microsoft Office suite

Ability to:

- Communicate successfully in writing and in person
- Deliver with commitment and integrity
- Establish and maintain effective professional relationships
- Maintain the confidentiality of information and professional boundaries
- Perform and complete multiple duties concurrently and in a timely manner

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X

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Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases		X	
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects. Bending, stretching, reaching, standing and moving while teaching fitness classes for 60 minutes at a time; 1-4 times per day possible. Moving chairs and exercise equipment as needed. Observation of participants for safety during class and providing verbal prompts required.

Date created:	2/2020
Dates revised:	5/2024