

Department: Parks, Recreation and Tourism Pay Grade: Part-Time, Regular  
Reports To: Wellness Manager FLSA Status: Non-Exempt  
Last Revised: 09/2009 Last Reviewed: 09/2009

### GENERAL STATEMENT OF DUTIES

Performs work planning and supervising the operations, program development and delivery of services for a land and water based group exercise program for the Green Ridge Recreation Center. Helps oversee and track revenue and expense budgets. Supervision is exercised over employees involved in the group exercise program. Performs related work as required.

### ESSENTIAL JOB FUNCTIONS

- Interacts spontaneously with members, guests, and center staff at any given time in the facility to model a personal and inviting atmosphere for the facility.
- Assists in the preparation and oversight of revenue and expense budgets, reports, and publications with a focus on outcomes for the facility and group exercise program.
- Coordinates and oversees group exercise program development, delivery, scheduling, customer service, completion and evaluation to accomplish optimum use of the facility and dedicated resources.
- Develops safety and operational standards for all group exercise programs.
- Recruits, trains, schedules, supervises, and evaluates all part time group exercise staff.
- Coordinates group exercise equipment repairs and renovations through inter and intra-departmental requests.
- Stays current on industry trends and how they may influence or affect the group exercise programming that the center offers.
- Performs routine maintenance on group exercise equipment and recommends new and replacement equipment for areas.
- Develops and updates various "operating guides" such as the group exercise instructor manuals.
- Produces regular communications to customers through e-mails, bulletin boards, newsletters, surveys, and promotional notices.
- Reviews program use patterns and performance compared to goals, reports the results and recommends improvements.
- Fosters a team environment through daily work habits and a positive attitude.
- Actively participates in meetings to keep informed of facility issues and information.

### POSITION REQUIREMENTS/PREFERENCES

Education Required: Education and Training resulting in one or more certifications from National Fitness Organizations in Group Exercise, Health, Fitness, or Wellness group exercise programming and instruction.  
Preferred: Two or Four year degree in Exercise Science or closely related discipline. One or more certifications from National Fitness Organizations in Group Exercise, Health, Fitness, or Wellness group exercise programming and instruction.

Experience Required: One (1) year of experience in teaching/instructing group exercise

Certifications/ Licenses	classes. <u>Preferred:</u> Three (3) or more years of experience teaching/instructing classes or supervising a group exercise program. <u>Required:</u> Valid Virginia driver's license with good driving record. Current CPR, First Aid, and AED certification <u>Preferred:</u> Les Mills or AFAA Certified, or comparable
Knowledge, Skills and Abilities	<ul style="list-style-type: none"><li>• Considerable knowledge of the principles and practices of group exercise.</li><li>• General supervisory experience.</li><li>• Good working knowledge of computer programs (Word, Excel, Publisher, etc.)</li><li>• Thorough knowledge of community group exercise needs.</li><li>• Ability to plan, schedule and coordinate land and aquatic based group exercise classes.</li><li>• Ability to develop and maintain effective working relationships with employees, customers and the general public.</li><li>• Effective communication skills both verbally and in writing, to a wide variety of staff and customers.</li><li>• Ability to multi-task.</li><li>• Skills in budgeting, decision making, anticipating issues, planning, organizing, managing, motivating and leading others.</li><li>• Ability to have a realistic view of the time needed to accomplish assignments and projects and plan accordingly.</li><li>• Awareness of risk management issues as related to the delivery of recreation services.</li><li>• Ability to evaluate performance against established objectives.</li><li>• Ability to prepare clear, concise financial and administrative reports.</li></ul>
Additional Requirements	Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination or test. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description. Must be willing to work a flexible schedule including nights, weekends and some holidays.
Supervisory Responsibilities	Supervise part time staff.

**OVERALL PHYSICAL STRENGTH DEMAND**

Moderate Lift and/or exert force up to 50 lbs. occasionally, 10 lbs frequently, or insignificant amounts constantly and requires walking or standing to a significant degree.

**PHYSICAL DEMANDS**

C = Continuously 5.5 to 8+ hours daily      F = Frequently 2.5 to 5.5 hours daily      O = Occasionally Up to 2.5 hours daily      R = Rarely Less than 1 hour per week      N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	F	Sitting
F	Walking	F	Lifting
O	Carrying	F	Pushing/Pulling
O	Reaching	O	Handling
O	Fine Dexterity	O	Kneeling
F	Crouching	O	Crawling
F	Bending	O	Twisting
O	Climbing	O	Balancing
C	Vision (Correction Required)	C	Hearing
C	Talking	O	Foot Controls (driving, operation of equip, etc.)

**ENVIRONMENTAL FACTORS**

D = Daily      W = Several Times Per Week      M = Several Times Per Month      S = Seasonally      R - Rarely      N = Never

Code	Health and Safety	Code	Environmental Factors
M	Mechanical Hazards	S	Dirt and Dust
M	Chemical Hazards	R	Extreme Temperatures
M	Electrical Hazards	W	Noise and Vibration
R	Fire Hazards	W	Fumes and Odors
N	Explosives	W	Wetness/Humidity
R	Communicable Diseases	R	Darkness or Poor Lighting
R	Physical Danger or Abuse		Other (specify)

**PRIMARY WORK LOCATION**

Group Exercise Rooms, office environment, entire recreation center.

**MACHINES, TOOLS, EQUIPMENT, WORK AIDS**

Computers, telephones, office equipment, recreational, fitness and aquatic equipment.

**PROTECTIVE EQUIPMENT REQUIRED**

As applicable to activities involved.