

Job Description Fitness Program Coordinator

The Fitness Program Coordinator is responsible for the development, implementation, and evaluation of all fitness classes at PLE. The Coordinator is expected to recruit, train, and manage all instructors and volunteers to execute the fitness program. The Coordinator manages the orientation and training of all members who use the exercise equipment in the exercise room. This position requires light clerical duties and computer use.

RESPONSIBILITIES

- Recruit and supervise instructors with focus on team building.
- Teach fitness classes approx. 15 to 20 hours a week.
- Update class offerings and schedule changes.
- Responsible for class coverage and scheduling.
- Supervise, manage and maintain fitness room.
- Schedule and prepare paperwork, etc. for fitness orientation and evaluation appointments.
- Review client fitness programs – adjust and progress clients programs accordingly.
- Manage, maintain and update fitness bulletin boards.
- Gather flyers; make flyers that contain fitness information for rolling stand on fitness floor.
- Promote the fitness opportunities at PLE to members.
- Update instructor certifications
- Review instructor timesheets and forward to Assistant Director.
- New classes – develop and promote.
- Pool check daily. Test pool water 2 xs daily. Vacuum weekly and cover pool daily.
- Keep Acid container from running out of solution.
- Order needed pool supplies monthly.
- Make sure pool is locked when there is not a class in session.
- Prepare and fax Arthritis Foundation reports quarterly.
- Attend and participate in staff meetings.
- Keep updated on the latest fitness research and practices.
- Keep certifications current by attending conferences/trainings

QUALIFICATIONS

- Accreditation from Professional Fitness Association and certifications needed to teach respective classes.
- Previous experience with volunteer/instructor recruitment, training and supervision required
- Experience teaching classes to seniors required.
- Knowledge and willingness to continually learn about all aspects of seniors' wellness programs.
- Demonstrated commitment to welfare of target population preferred.
- Must have excellent interpersonal skills and the ability to motivate and support class participants, volunteers, and instructors.
- Basic Computer skills required, Microsoft applications preferred (Outlook, Word, Excel).
- Self-directed, flexible, and team member oriented.