



**JOB ANNOUNCEMENT  
CITY OF TROY, AL  
INTERNAL/EXTERNAL**

**CLASSIFICATION TITLE: Fitness Center Coordinator  
Parks & Recreation**

**FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED**

**OPENING DATE: FEBRUARY 16, 2016**

**CLOSING DATE: FEBRUARY 22, 2016**

**PAY RATE: SKILL LEVEL 10-1**

**SUMMARY DESCRIPTION:**

This position will supervise the operations of the Troy Recreation Fitness Center and manage a team of part-time employees in the operations, maintenance and upkeep of the City of Troy Recreation Fitness Center. Responsibilities will include but not be limited to: Supervision of part-time staff; Recruitment, training, hiring and scheduling of part-time staff; Inspection, maintenance and repairs of equipment; Upkeep of all existing items related to the day-to-day operations of the Fitness Center; Development and implementation of exercise plans for customers; Focus on retaining memberships of customers; Interaction with agencies in Troy related to rehabilitation of clients to attract new customers and to help those customers reach their health-related rehabilitation goals; Oversees cleanliness of facilities; Scheduling and implementation of personal training programs for customers; any and all other duties, jobs and assignments as deemed necessary by supervisors to provide first-class parks and recreation facilities, activities and programs for the citizens of Troy and Pike County, Alabama.

**REPRESENTATIVE DUTIES:** Under the supervision of the Troy Parks and Recreation Director:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Manage the day-to-day operations of the Troy Parks and Recreation Fitness Center, and carry out assignments of day to day responsibilities, special projects and events.
2. Under the guidance and assistance of the Director, management and supervision of the part-time staff of the Fitness Center, to include recruiting, interviewing, hiring, training and scheduling of potential candidates to be employed on a part-time basis with Troy Parks and Recreation and the Fitness Center.

3. Prepare and implement exercise plans and programs for all customers of all ages and abilities, with daily, weekly and monthly instructions and goals. Must continuously communicate with customers to track progress of the customer in relation to their plan. Record keeping of these plans assigned to customers will be kept and monitored by Fitness Center Coordinator, and shared and explained to customers. Emphasis will be on retaining customer membership through encouraging them in their workout goals and daily visits.
  4. Establish and maintain a positive and clean family environment for all customers to enjoy in the Fitness Center.
  5. Monitor and observe health issues with customers on initial Questionnaire in an effort to provide a safe setting for all customers.
  6. Communicate and interact with all businesses, agencies and health care facilities in Troy and Pike County to encourage corporate memberships and invite health care facilities to refer their patients to consider the Fitness Center to continue their rehabilitation and develop wellness programs.
  7. Communicate daily with the Director and Administrative Staff regarding assignments and day-to-day responsibilities and operations.
  8. Make daily inspections of all facilities and equipment to insure cleanliness and potential maintenance issues which would require repair or replacement.
  9. Address repairs to facilities and equipment as instructed by the Director, Administrative Staff and/or Maintenance Manager, and that equipment is repaired in an expedited and professional manner while seeking competitive pricing.
  10. Must be able to promote the Fitness Center through social media and other avenues of technology and local media included but not limited to newspaper, radio and television.
- II. Perform related duties as required.

## QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of Fitness Center equipment and its intended use.
- Must have at least three (3) years of experience working in the exercise science profession.
- Knowledge to maintain, operate and service any and all of the associated Fitness Center equipment.
- Must be familiar with exercise science, the anatomy of the human body in regards to exercise, and the benefits and challenges associated with nutrition.
- Must be able to identify issues related to health of customers that is originally described by customer in the Fitness Center questionnaire.
- Will be expected to work at any time of the day or night as scheduled, seven days a week if necessary, in regards to day to day operations and special events in any capacity regarding day-to-day operations of Troy Parks and Recreation.
- Ability to read and comprehend written labels and instructions associated with job projects, equipment maintenance, cleaning products and more.

- Writing skills to communicate with the Director, Administrative Staff and other members of the department concerning day to day operations, projects and reports.
- Ability to communicate clearly and concisely.
- Must be able to troubleshoot and problem-solve.
- This job requires frequent lifting of heavy items and supplies on a daily basis of 50 pounds.
- Knowledge of preventive maintenance procedures and the ability to conduct pre and post operation maintenance checks and services on Fitness Center equipment.

**MINIMUM QUALIFICATIONS**

- A. Must possess a National Strength and Conditioning Association (NSCA) certification, or equivalent.
- B. Must have at least three (3) years experience of working in the exercise science profession.
- C. Must possess a valid Alabama Driver's License.
- D. Must have a good driving record.
- E. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
- F. Subsequent to job offer, position subject to satisfactory background check.

**MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

<b>Essential Physical Abilities</b>
Work is primarily performed in an indoor setting with the possibility of some outdoor work. Job requires medium to heavy physical labor regarding many daily responsibilities including organizing and lifting of fitness weights and related equipment. Lifting of 50 pounds is expected.
<b>Supervisory Control</b>
The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
<b>Guidelines</b>
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.
<b>Complexity</b>
The work consists of semi-skilled and skilled labor. The ability to supervise staff, personnel and provide personal fitness training and the ability to follow safety procedures contributes to the complexity of this position.

<b>Scope &amp; Effect</b>
The purpose of this position is to provide support to the Director and Administrative Staff and to act under their supervision. Success in this position results in greater effectiveness of Troy Parks and Recreation.
<b>Personal Contacts</b>
Contact is typically with employees, co-workers, vendors, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to give or exchange information, resolve problems, and provide services.
<b>Work Environment</b>
The work is typically performed indoors, 12 months of the year, sometimes seven days per week, from with some potential outdoor work.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments is possible.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

**City of Troy  
Human Resources Dept.  
Troy, AL 36081**

RESUMES WILL NOT SUBSTITUTE FOR AN APPLICATION.  
APPLICATIONS WILL REMAIN ON FILE 6 MONTHS FROM CLOSING DATE.

*The City of Troy is an Equal Opportunity Employer*