

City of Dunedin, Florida
Class Description

JOB TITLE: Fitness Program Coordinator
Parks & Recreation Department
Recreation Division

GENERAL STATEMENT OF JOB

Under general direction, oversees, plans, organizes, schedules and implements specialized recreational facilities and activities including but not limited to, Recreation fitness centers, fitness programs, health and wellness initiatives or other key activities assigned. Ensures that all City policies, procedures and safety regulations are followed at all times. Performs related professional and supervisory work as directed. Reports to the Recreation Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position.

Oversees Recreation Fitness Center; develops and coordinates fitness class and personal training schedules, health/wellness clinics and events in alignment with the Department's mission and LiveWell initiative; provides support to other Recreation facility fitness rooms.

Maintains an environment that protects the health and safety of all program participants that is in accordance with all national, state, and local laws and regulations.

Requires in-depth knowledge and experience in fitness/wellness and recreation fields.

Requires knowledge of equipment and maintenance requirements in specialized areas. Oversees the maintenance of assigned areas including regular preventative maintenance; performs routine facility inspections to ensure compliance with all health and safety regulations; participates in general custodial and maintenance; grounds keeping and maintenance duties as required.

Assists in hiring employees, contractual employees and/or volunteers including scheduling, instructing, assigning, reviewing and planning work of others, maintaining standards, allocating personnel, assisting with employee problems and recommending disciplinary action.

Conducts Fitness Center orientations and member consultations and equipment demonstrations.

Ensures that all City policies, procedures and safety regulations are followed at all times; protects the health and safety of all program participants and administers CPR and First Aid as necessary.

Performs independent decision making/judgements and fulfills supervisory role Coordinator's absence.

Performs management, technical and administrative tasks relating to the development, implementation, coordination, consultation, promotion, maintenance and evaluation of assigned recreational areas including Recreation fitness centers.

Effectively works with people at all levels of responsibility; exercises sound judgment; and communicates effectively through written and verbal communication.

Establishes and maintains effective working relationships with coworkers and other City employees, program participants, community and neighborhood groups, and the general public.

Provides information regarding programming to the public through the preparation of effective publicity materials.

Completes requisitions, inventories, and maintains assigned facilities, equipment and supplies.

Assists in preparing, submitting and monitoring budget information including revenue and expenses.

Assists with Registration policy development and completes program registration into Recreation registration software including global sales receipts and records and reports for program fees and other revenues, household account management, registration transfers and facility reservations.

Performs related tasks as assigned, including but not limited to facility and event set-up and break-down.

Provides customer service including greeting and assisting patrons; receives and responds to public inquiries, complaints and requests for assistance.

Compiles data for and prepares required records and reports.

Works a varied schedule including evenings, weekends and holidays.

ADDITIONAL JOB FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an

essential part of the purpose of this position and may also be performed by other unit members.

Performs other clerical duties as required including faxing, filing, maintaining, retrieving and updating files, copying documents, ordering and maintaining office supply inventory and preparing and processing mail.

Use of a variety of computer equipment and software.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's Degree in Parks and Recreation Administration, Exercise Science, Physical Education or related field. At least three years of verifiable work experience in developing fitness programs and testing and/or creating and delivering fitness/wellness programs is preferred. Experience with the supervision of athletic programs is also a plus.

An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.

SPECIAL REQUIREMENTS

Must possess knowledge of computer operations including Microsoft Office and Recreation software.

Requires current certification in CPR and First Aid.

Must possess valid Florida driver's license with appropriate endorsements.

Requires Instructor Certification in CPR and First Aid within first year of employment.

May require special certifications or licenses as applicable to assigned area(s).

This position is Category B for the purposes of Dunedin Emergency Management. The incumbent may be required to be onsite/available as scheduled during times of emergency as declared by the City/County Commission or City Manager.

PERFORMANCE INDICATORS

Knowledge of Work: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Fitness Program Coordinator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to assist in the planning and implementation of creative programming for various ages. Understands specific City and county ordinances as they apply to the duties and responsibilities of the position. Is able to work under moderately stressful conditions related to balancing multiple projects within the constraints of time available, personnel capabilities, financial resources, and political considerations. Is able to react

professionally at all times, dealing with sensitive situations with tact and diplomacy. Knows how to apply supervisory and managerial concepts and principals. Is able to train, assist, motivate and provide leadership to volunteers and employees. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to assemble information and make written reports and records in a concise, clear and effective manner. Has knowledge of proper English usage, grammar, vocabulary and spelling. Has the mathematical ability to handle required calculations. Has knowledge of and skill in the use of modern office equipment, including computers. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to arrange, compare, count, differentiate, measure and/or sort data and/or information. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand and yard tools, and various special equipment according to assigned area(s) of programming.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, teaching and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches to and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.


ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate, though not constant physical effort, typically involving some combination of stooping, kneeling, crouching, and some lifting, carrying, pushing and/or pulling of objects and materials of moderate-heavy weight (12-50 pounds). May require the ability to perform and/or demonstrate various physical skills involved in recreational programming. Office tasks require a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Some tasks may require exposure to adverse weather conditions, temperature extremes, wetness/humidity, dust/pollen/smoke, harsh chemicals/cleaning agents, equipment hazards, communicable disease, strong odors.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Director of Parks & Recreation

2/21/24
Date