

Recreation Coordinator Fitness/Aquatics

Dept/Div: Fitness Center/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work managing fitness center, teaching classes, assigning duties to front desk staff, maintaining a safe workplace, and related work as apparent or assigned. Work is performed under the general supervision of the Fitness Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists in monitoring and evaluating continuous-improvement fitness center services to refine and increase service impact over time.

Recommends action to recruit and select department personnel; assigns, directs, trains and inspects the work of front desk staff; recommends action to reward, discipline, coach, and counsel; evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.

Coordinates and consults members providing system-wide comprehensive weekly exercise equipment training programs.

Prepares and maintains a variety of office files, accounts, financial documentation, and other records; performs data entry for a variety of transactions into the appropriate system.

Provides customer support to internal and external customers; monitors and maintains fitness center facilities; receives and processes requests to maintain adequate inventory of supplies; initiates maintenance requests as needed or required; ensures safe work environment by enforcing center rules.

Knowledge, Skills and Abilities

General knowledge of fitness programs, equipment and techniques; general knowledge of rules, regulations, policies and procedures of the department; general knowledge of first aid practices; ability to maintain order in a public facility; ability to adhere to program standards and objectives outlined by superiors; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with associates, legal and government officials, department heads, and the general public.

Education and Experience

High school diploma or GED and moderate experience in health and fitness programming, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and working with explosives; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Fitness/Aquatics**

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BRIEF DESCRIPTION: Under general supervision of the Fitness Director, the Recreation Coordinator is responsible for managing the operations of the aquatics facility and the lifeguards/swim instructors.

Duties:

1. Assist with the training, supervising and evaluating lifeguards/swim instructors.
2. Implement staff schedules, lifeguard rotation schedule and daily assignments.
3. Monitor activities, provide instructions and prevent accidents in the aquatics facility.
4. Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire aquatics facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR, and other until arrival of emergency medical services.
5. Record and organize accurate records concerning attendance, accident/incident/injury reports, chlorine readings, and schedules.
6. Handle routine disciplinary issues and communicate with the Fitness Director when necessary.
7. Maintain a clean, safe and orderly facility. Administer pump room procedures including chemical readings, balancing and filtration. Inspect facility regularly and report any unsafe conditions/equipment to supervisor or facilities manager immediately.
8. Assist with planning, attend and participate in all mandatory staff meetings and trainings.
9. Promote aquatic programs and center memberships.
10. Maintain open communication with guests, participants and/or participants parents, and other aquatics staff.
11. Set up and clean up the facility daily.
12. Operate and maintain the concession stand.
13. Enforce all aquatics facility rules, policies, and procedures.
14. Manage swim instructors during swim lessons. When necessary, instruct swimming lessons for participants of all ages.
15. Maintain a professional appearance and demeanor, including abiding to uniform requirements.
16. Assume full management responsibilities of all aquatic facilities.
17. Complete additional duties assigned by supervisors.

Special Requirements:

- Obtain AFAA Group Exercise Certification within 6 months of hire.
- Obtain Lifeguarding/Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid training within six months of hire.
- Obtain NSPF Certified Pool Operator Certification within six months of hire.
- Obtain American Red Cross Lifeguard Instructor certification within 9 months of hire.
- Obtain American Red Cross Water Safety Instructor Certification within 9 months of hire.