

South Jordan City

Job Description

Title:	Group Fitness Assistant	Effective Date:	2/1/16
Org:	230270	FLSA:	Non-Exempt
Pay Grade:	S-9	Workers Comp:	Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Perform a variety of duties related to fitness and general operations at the Fitness and Aquatics Center.

SUPERVISOR

Associate Director

POSITION(S) SUPERVISED

Contract Instructors

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s supervisor.

Job attendance is required, except for authorized leave.

Work with Community Services management and staff to formulate group fitness programs and services and increase group fitness participation and satisfaction. Create and maintain balanced quality group fitness services, and continuously strive to improve existing programs and develop and implement new programs and services.

Retain recruit and hire qualified group fitness instructors who will deliver the highest level of group fitness instruction to members and participants, Develop a team of group fitness instructors willing to cooperate and advance group fitness programs and services.

Process and ensure timely payments to contract employees. Maintain records of group fitness contract instructors, including, contracts, resumes, certifications and references.

Evaluate group fitness classes and instructors on a regular basis.

Respond to and resolve member’s complaints and inquiries.

Teach at least one group fitness class weekly to participants.

Visually scan fitness areas to prevent possible accidents and monitor the health and safety of patrons in the fitness center. Report any risk concerns to appropriate staff.

Attend and participate in staff and other development meetings, sharing thoughts, ideas, and experience for growth and success to the department.

Oversee personal training contracts to insure independent contractors hold proper certifications.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.
- B. Minimum of 6 months supervisory experience

2. Special Qualifications:

Certification from a nationally accredited personal training program (AFAA, ACE, ACSM or equivalent)

CPR and First Aid certifications

Undergraduate or graduate in Recreation, Recreation Management, or related field preferred.

3. Knowledge, Skills and Abilities:

Knowledge of interpersonal communication skills. Able to communicate verbally and in writing with people of all ages.

Knowledge of recreation activities and programs.

Skills in public relations and event management.

Ability to operate a personal computer and Microsoft products.

Ability to work under time constraints and multi-task.

Ability to work independently as well as within a team.

Knowledge of goals and objectives of community recreation program design, correct English usage, spelling, and vocabulary.

4. Working Conditions:

Ability to work nights and some Saturdays. Ability to lift 25-40 lbs. Incumbent of the position generally performs in an indoor environment. Tasks require variety of physical activities, such as walking, standing, stopping, sitting, reaching, lifting, etc. Talking, hearing and seeing is essential to the performance of the job. Frequent local travel required in normal course of job performance. Periodic exposure to weather extremes.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Part-Time	EEO-4 Class:	Serv/Maint
Location:	Fitness Center	EEOP Class:	Serv/Maint
Group/BU:	Part Time Pay Plan	Tech-Net Match:	