

**CITY OF NORTH OLMSTED
FITNESS PROGRAM SUPERVISOR**

The City of North Olmsted Recreation Center is seeking a Full Time Fitness Program Supervisor. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references, and a completed City application located on the City's website under Human Resources Department. Applications will be accepted until this position is filled.

**City of North Olmsted
Department of Human Resources
5200 Dover Center Road
North Olmsted, Ohio 44070
e-mail: vanschoork@north-olmsted.com
EOE**

**CITY OF NORTH OLMSTED
JOB DESCRIPTION**

GENERAL DESCRIPTION:

Under the general direction of the Recreation Commissioner, Assistant Recreation Commissioner, Mayor, or the Mayor's Administrative Assistant, the Fitness Program Supervisor is responsible for planning and implementing fitness activities and events, arranging for instructors, overseeing part-time and seasonal recreational staff, overseeing equipment and supplies, preparing program budgets in compliance with rules and regulations of the City. Responsible to use Munis software and RecTrac or recreation software as required for departmental functioning.

QUALIFICATIONS: An example of acceptable qualifications:

Bachelor's degree from an accredited four-year college or university in Parks and Recreation Administration, Physical Education, Public Administration, Sports Administration or a related field, and five (5) years of progressively responsible experience in a related field preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Driver's License; the ability to maintain insurability under the City's vehicle insurance policy.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; exerts 20 to 50 pounds of force occasionally; must frequently lift and/or move up to 60 pounds; required to stand, walk, stoop, kneel, crouch, crawl on even or uneven surfaces both indoors and outdoors; must regularly sit; must use hand to finger, handle or feel; physical activity such as running, throwing or swimming may be required, depending on specialty of area supervised.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Direct and coordinates variety of recreation programs; evaluates conditions and makes decision concerning fitness program activities; coordinates facility usage with external groups and residents; plans, develops, and administers fitness programs (e.g., analyzes existing programs; creates and prepares new programs; conducts feasibility studies for new and existing programs; develops and implements program fees and policies; maintains inventories of supplies and equipment etc.); establishes goals and objectives for department; assesses recreation needs of community and members; conducts surveys; meets with community organizations and citizens in order to discuss issues, disseminate information related to programs, and recruit and retain customers; responds to questions and requests and attempts to resolve problems; etc.
2. Supervises the work activities of subordinate personnel (e.g., monitors employee performance to ensure compliance with policies and procedures; schedules staff; modifies work assignments as necessary to respond to operational needs; interviews candidates and makes hiring recommendations; oversees training of staff; oversees; provides direction and guidance to subordinates; administers employee discipline; etc.); develops and implements continuing education and training for staff; ensures that staff certifications are up to date; etc.
3. Monitors registration and attendance figures for fitness classes and programs; assesses feasibility and public interest for fitness programs and activities; submits periodic reports on programs and activities; etc.
4. Assists with preparation of Recreation Department budget; assists with identification and implementation of capital improvement projects; assists with establishment of maintenance priorities; reviews staffing levels and plans; etc.

5. Serves as liaison for the department; meets with community groups and other interested parties for purpose of developing and promoting recreational programs and division objectives; responsible for promotion and advertisement for department; assists with special events and promotional activities; etc.
6. Participates in appropriate professional activities to stay current with developments affecting the operations of the Recreation Department.
7. Maintains required licensures and certification.
8. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: City, department, and division goals and objectives;* City, department, and division policies and procedures;* personnel rules and regulations; workplace safety; budgeting; marketing; public relations; supervisory principles and practices; manpower planning; employee training and development; local geographic area; recreation and fitness programming.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; use of aquatics and pool equipment.

Ability to: carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; compile and prepare reports; determine material and equipment needs; train or instruct others; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; travel to and gain access to work site.

POSITIONS DIRECTLY SUPERVISED:

PT Fitness Attendants

PT Fitness Instructors

PT Personal Trainers

Starting Salary Range

\$25,625.08 - \$53,452.10