



HUMAN RESOURCES DEPARTMENT  
**POSITION DESCRIPTION**

<b>TITLE:</b>	<b>Fitness Coordinator</b>	<b>LAST UPDATED:</b>	01/13/2016
<b>DEPARTMENT:</b>	Parks and Recreation	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Fitness Supervisor	<b>FLSA DESIGNATION:</b>	Non-Exempt

---

**Summary:** Under the general supervision of the Fitness Supervisor, the Fitness Coordinator assists in developing, organizing, coordinating and directing the fitness operations and programs at the Frisco Athletic Center. Supervises assigned staff.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Assists in developing, implementing, evaluating and overseeing fitness programs and services.
- Assists assigned staff with administrative and program operational duties in the daily operation and management of the fitness area for the Recreation Services Division.
- May assist in counseling, discipline, evaluation and direction of assigned staff.
- Assists with recruiting, scheduling, supervising and assigning work to division employees and contract instructors.
- Assists in establishing certification standards and class curriculums and trains assigned staff in fitness techniques, practices and procedures.
- Prepares schedules for Group Fitness, Personal Training and other related fitness classes.
- Ensures fitness equipment is properly maintained and kept in good working order.
- Verifies time worked by staff and instructors and submits request for payment.
- Recruits contract instructors to teach classes, verify certifications and complete contract process.
- Assists in preparation of monthly financial and program participation reports and others as assigned.
- Monitors the safe enforcement of fitness rules and regulations by staff and patrons.
- Maintains and prepares purchase orders for division related supplies.
- Responds to and resolves customer complaints, questions and suggestions related to Fitness programs, activities, services and special events.
- Assists with the preparation, management and monitoring of the Fitness budget.
- Acts as Manager-on-Duty of the Frisco Athletic Center during assigned shifts.

**Other Important Duties:**

- May be required to work extended hours including holidays, evenings and weekends.
- Promotes Fitness services, programs, activities and events through the media, public events, meetings and training.
- Travels to inspect facilities, oversee recreational programs and activities and to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of fitness and recreational activities and their current rules, regulations and procedures.
- Knowledge of the planning, administration and operation of fitness and recreational programs and facilities.
- Knowledge of applicable safety rules and regulations to protect citizens and employees.
- Knowledge of computers and software application.
- Knowledge of fitness equipment maintenance and operation techniques.
- Knowledge of customer service practices and techniques.
- Knowledge of occupational health and safety regulations and procedures.
- Knowledge of money handling policies and procedures.
- Knowledge of City policies and procedures.
- Skill in responding to emergency situations including administering CPR and First.

**Preferred Education, Experience, and Certifications:**

- Bachelor's Degree in Recreation or related field, **and** minimum 2 years' experience in the recreation field including one (1) year supervisory experience.
- Must possess current CPR, First Aid and AED Certifications.
- Must pass a pre-employment drug screen, physical agility, criminal background check and MVR check.
- Must possess valid State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in office, fitness center, aquatic center and in outside recreational environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, air and water borne pathogens.
- May be subject to extended periods of bending, reaching, kneeling and lifting such as instructing patrons, administering First Aid or CPR.
- May be subject to extended periods of standing, sitting, walking over rough terrain, climbing ladders, bending, reaching, kneeling and lifting such as when assisting in staff coverage, setting up and tearing down of special events.
- Must be able to lift up to 40pounds.

**Equipment and Tools Utilized:**

Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, standard recreational equipment, pool equipment, pool maintenance tools and equipment department vehicles and trailers.

Approved By:



Steve Walsh, Recreation Services Manager



Date



Shannon Ally, HR Generalist

01/14/2016

Date