



Job Description
Job Code: 200
Range: 27

Fitness Center Supervisor

DEFINITION: Under supervisory direction from the Recreation Center Program Supervisor and the Recreation Manager, performs a variety of semi-professional, technical and administrative work in planning, developing, and implementing a year-round fitness center services program. Includes all Fitness Center supervision, center and floor programming and includes the administration and direction involving fitness floor programs/equipment operations, aerobics/spin room facilities, climbing wall operations, locker room facilities, gymnasium operations/scheduling along with other community-wide recreation programming and administration duties. Incumbent shall exercise considerable initiative and independent judgment in the day-to-day supervision and administration in areas of the fitness floor and other Recreation Center operations. Performs other related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Leads recreation fitness center operations to achieve goals within available resources; supervises temporary/part time work force in indoor sports/fitness recreation and sports program management. Provides personnel management, policy and procedure implementation, hiring and termination decisions, morale, and training; manages projects by planning, designing, writing specifications, scheduling, control contract requirements, assists supervisors and management with budget information pertaining to equipment operations and maintenance and oversees all contract operations for proper administration and work required.

Provides mid-level supervisory controls and implements planning, development, implementation, evaluation, and promotion of comprehensive fitness center programs and services; researches and develops new programs, classes, operating policies and procedures, and revenue/marketing sources for a variety of fitness, health, leisure, recreational, cultural and sports programs.

First line Supervision in all indoor fitness, health and recreational operations, and sports fitness programs. Provides staff workshops to maintain operational standards; conducts regular staff meetings and training to disseminate information and to review and revise fitness center procedures, policies, rules and regulations. Conducts training of staff in all Fitness Center operations and safety plus ensures that all staff certifications are maintained. Ensures high level of program standards are upheld and followed. Schedules all classroom facilities, special interest class programs and requests for fitness, aerobics, ballet, martial arts and other classroom programming. Schedules all recreation center/fitness center activities and private rentals to ensure optimum facility usage and cost recovery policies where necessary. Works with the Recreation Coordinator personnel toward the development and scheduling of gymnasium facilities, to include special interest classes, recreation programs/classes, tournaments, special events, camp programs, after-school programming, family events, senior event programs, teen/children programs, dance programs, contract rentals and other indoor and outdoor recreation/facility/sport fitness programs as assigned. Coordinates programs and activities with schools, community groups, and other agencies to maximize services and create partnerships for facility use.

Fitness Center Supervisor – (Continued)

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative systems, support systems, and internal reporting relationships. Schedules, supervises and evaluates the work of subordinate recreation personnel and programs, monitors rental charges and facility/equipment maintenance, assists with organization and operation of special events at community centers and community wide.

Assists Center Manager and Community Services General Manager in the development and administration of annual budget; implements necessary safeguards; assures compliance with City requirements and fiscal processes; maintains financial records, including revenue and fees generated by programs, program operational costs, facility revenue and event schedules, budget projections and analyses. Negotiates and monitors vendor and concession contracts and operations. Develops funding proposals and negotiates agreements for facilities, equipment and services; submits purchase orders; checks needed forms/requisitions; writes, researches, and analyzes survey information for proper documentation to defend budget requests.

Writes, researches, and analyzes information and data to support position with executive management; prepares policies and procedures for management review; obtains approval; plans and directs from inception to event completion; monitors budget, contracts volunteers; assigns tasks; schedules, markets, and advertises events; promotes and obtains donations of equipment and obtains co-sponsorships of programming where necessary.

Meets and coordinates with special interest and service groups, businesses, and other community organizations. Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate; conducts program operations surveying and educating of the community on leisure service needs and programming.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Supervises implementation and enforcement of risk management and safety policies, regulations and procedures; monitors accident, incident and emergency situation reports.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

- Knowledge of organizational and mid-level supervisory principles and practices as such apply to the analysis and evaluation of programs, policies, and operational needs.
- Knowledge of the principles, procedures, methods and practices for planning, implementing and maintaining a variety of fitness, sports and recreational programs through community participation.
- Knowledge of principles and practices of small division budget development and administration.
- Knowledge of principles and practices of marketing and advertising for a moderate sized fitness/sports/recreation program venue
- Knowledge of the principles and practices of supervision and management.
- Moderate level knowledge of planning, organizing, and implementing recreation programs.
- Knowledge of the methods and practices of facility management of large comprehensive indoor recreation centers, fitness, room rentals, and other fee based program emphasis areas.
- Knowledge of methods, practices and trends of community based fitness and recreation programming administration.
- Familiarity with City policies and procedures, community demographics and recreational issues.
- Knowledge of fitness equipment and fitness center practices, programs, development and maintenance.
- Skill in developing and maintaining effective interpersonal relations.
- Skill in providing a vision for subordinate staff to attain.
- Skill in interacting with the general public in a positive and educational manner.
- Skill in interacting with community members at various stages in their lives.

Fitness Center Supervisor – (Continued)

PHYSICAL REQUIREMENTS: This classification involves work developing and implementing health, fitness, sports and recreation programs. The planning and implementation can be done in a normal office setting.

MINIMUM QUALIFICATIONS: Any combination of education and/or experience that has provided the knowledge, skills, certifications and abilities necessary to satisfactorily perform the job. Graduation from high school or equivalent. Desire for a Bachelor's degree from an accredited college or university with a major in physical education, fitness/health, leisure studies, parks and recreation, or a related field and one (1) years experience in parks and recreation programming including one (1) year in a lead or supervisory role. Fitness Certification(s) in International Sports Sciences Association (ISSA) or other Fitness Associations is highly desirable.

HOURS: 9:00 AM – 6:00 PM, Monday – Friday.