

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Assistant Fitness Coordinator
Job Code	
FLSA Status	Non-Exempt
Pay Grade	105

GENERAL SUMMARY

Instruct fitness classes, personal training, equipment orientations, lifeguard preferred, track repairs of fitness equipment, substitutes for other instructors as needed, and assists leadership with administrative duties. Plans and implements fitness related special events.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides equipment orientations and personal training sessions.
- Leads group fitness classes.
- Assists with marketing and evaluation of classes.
- Manages instructor substitution list and confirms substitutes for fitness classes as needed.
- Supports and implements new classes and special events.
- Conducts regular analysis of class attendance and fitness trends.
- Assists with information for quarterly catalog and other public relations tools.
- Provides direct customer service via registration software, email, phone and in person.
- Executes policies and procedures for emergency planning, response and customer safety.
- Attends meetings and trainings as identified by leadership.
- Acts as lifeguard to ensure pool and water safety; preferred.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college with major course work in Public Health, Wellness or related field
- 1 to 3 years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

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Licenses or Certifications

Personal Training Certification.

Group Fitness Certification.

First Aid/AED certification.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

Lifeguard or ability to certify in first 90 days with on staff trainer. (Pool is 4 ft. deep)

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Health and wellness
- Industry related safety precautions
- Principles, practices, and techniques of teaching fitness classes
- The human body as it pertains to fitness and the kinetic chain
- Relevant Bloomfield Township policies and procedures

Skill in:

- Program development and process improvement
- Use of exercise equipment

Ability to:

- Remain focused and attentive to details
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Establish and maintain effective relationships
- Perform and complete multiple duties concurrently and in a timely manner
- React quickly and accurately in an emergency situation
- Train individuals effectively and reduce injury and equipment misuse
- Work a non-traditional and flexible schedule as necessary
- Communicate effectively orally and in writing
- Meet schedules and deadlines of the work

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	
Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle	X		
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate	X		
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)			X
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances		X	
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Medium Work - Exerting up to 35 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

Date created:	11/2/20
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