



Title: Recreation Supervisor II – Fitness, Health & Sports

FLSA Status: Exempt

JOB PURPOSE:

The purpose of this position is to supervise work coordinating and supervising the operations of fitness, health, and sports. Work involves planning, coordinating, and supervising employees involved with fitness classes, personal training, and youth & adult sports, Direct subordinates may include Recreation Program Supervisors and Leaders, Fitness/Facility Attendants, Instructors, Contractors and Volunteers. Work is performed under the direction of the Deputy Director of Recreation Services and indirectly to the Director of Parks, Recreation and Forestry.

ESSENTIAL FUNCTIONS

- Coordinates the development and management of fitness, health and sports programs; develops, promotes, and advertises new and existing fitness, health and sports programs in coordination with the Recreation Supervisor II – Programs and Special Events.
- Plans and executes all health and wellness special events, programs, classes, contractual agreements, and maintenance.
- Recruits, selects, develops, supervises, trains, and evaluates all fitness and sport staff.
- Reviews membership and sales numbers and statistics with the Recreation Supervisor II – Facilities to identify potential revenue gaps and modify fitness programs.
- Implements and oversees risk management practices to ensure the safety of staff and patrons of the Fitness Center and Athletic Facilities, including the management of the fitness and sports equipment.
- Regularly train and coach staff on fitness and sport industry updates to ensure all members and participants are trained professionally.
- Develop weekly work schedules for fitness and sport staff and manage overtime in accordance with departmental and FLSA standards.
- Develops and implements City Wellness/fitness programs in and out of Centennial Commons.
- Certifies departmental staff in First Aid/AED/CPR.
- Recommends equipment and supply purchases to the Deputy Director of Recreation Services and keeps accurate inventory of supplies and equipment.
- Monitors facilities and staff and serves as Manager on Duty (MOD) when needed.
- Acts as a managing supervisor; supervises part-time staff; answers phone calls and questions; interacts with patrons, problem-solving issues that arise.
- Ensures compliance with county Department of Health codes, ensuring all staff have proper shots and medical records; training staff how to properly use and clean equipment; preparing and setting up equipment needed; ordering and stocking all inventory on a weekly basis; and conducting weekly health code checks.
- Records all incoming revenue; organizes cash, checks and credit receipts daily; corrects any cash handling mistakes updating revenue in the system; and prepares daily remittance for the Finance Department.



- Oversees and coordinates the use and rental of all athletic facilities.
- Coordinates with Parks Maintenance Division to identify and schedule repairs, cleaning, etc. of Athletic Facilities.
- Coordinates with Public Works -Facility Maintenance Division to identify and schedule repairs, cleaning, etc. of Sports and Fitness Areas.
- Performs other duties as required and/or assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge

- Budgeting principles, practices and procedures.
- Supervisory principles, practices and procedures.
- Principles and practices of youth and adult sports management.
- Principles and practices of health and fitness management.
- Demonstrated knowledge of RecTrac and Microsoft Office.
- Computer operations and applications, including word processing and spreadsheets.
- Federal and state statutes concerning the work of the department.
- Mathematical skills, including addition, subtraction, division and multiplication, as well as complex mathematical operations.
- General functions and operations of municipal government.

Skills

- Apply supervisory techniques to practical situations.
- Manage a section budget.
- Develop bid specifications.
- Effectively manage personnel, equipment and supplies to maximize departmental efficiency.
- Determine work needed from visual inspections.
- Express and implement ideas on technical subjects clearly and concisely.
- Compile data analyze information and draw conclusions.
- Plan for future parks and recreation improvements and city facility's needs.
- Establish and maintain effective working relationships with city officials, employees, and officials of other governmental bodies.
- Meet and work with the general public.
- Complete detailed work accurately.
- Work effectively with a wide range of people.
- Meet specified deadlines.
- Prioritize daily workflow.
- Work as a team member with other employees.
- Communicate effectively with others, both oral and written.
- Work autonomously when necessary.
- Handle multiple tasks simultaneously with frequent interruptions.



- Deal with others in a professional manner.
- Maintain professional composure in heated situations.
- Develop, implement and follow departmental and City policies and procedures.
- Knowledgeable of current trends, resources, legislation, and funding sources.
- Creative and proactive, yet politically sensitive.
- Possess a strong customer service orientation.
- Be a team player.

Abilities

- Ability to educate decision makers; and advocate for the health, wellness, and enjoyment of the community.
- Ability to work extended hours, weekdays, weeknights, weekends, and/or holidays as needed.
- Ability to be flexible and hands-on, pitching in wherever needed.
- Demonstrated success in working with a diverse population while maintaining a focus on customer service and customer engagement.
- Ability to build and manage a cohesive, high performing team.
- Ability to collaborate with fellow employees and to troubleshoot issues.
- Ability to demonstrate excellent customer service skills and maintain composure in high pressure situations.

QUALIFICATIONS:

- A Bachelor's degree in Parks & Recreation Management or related degree with an emphasis and/or experience in Physiology; Kinesiology or related field required with a minimum of three (3) years of directly related full-time recreation experience, with one (1) year at a supervisory level.
- A valid Driver's License and the ability to maintain insurability under the City's vehicle insurance policy.
- CPR and AED certifications within six (6) months of hire.
- Certification in group fitness from a nationally recognized fitness organization (such as AFAA, ACSM, ACE, NCSA) or other national certification in personal training within one (1) year of hire.
- Certified Parks and Recreation Professional (CPRP) within one (1) year of hire.
- NRPA Aquatic Management Professional Certificate within one (1) year of hire.
- First Aid/CPR/AED Instructor certification within one (1) year of hire.
- SilverSneakers group fitness programs certificates desired.
- NAYS Sports Administrator certification is desired.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly.

WORK ENVIRONMENT:

C	F	O	R	N
Regularly	Frequently	Occasionally	Rarely	Never
Over 70%	41% to 70%	16% to 40%	Up to 15%	0%

-Physical Demand-	-Frequency-
Sitting	F
Talking	F
Hearing	C
Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips)	O
Grasping	O
Pushing	O
Standing	C
Walking	C
Driving	F
Reaching with hands/arms	O
Stooping, kneeling, crouching, crawling	R
Climbing or balancing	R
Repetitive wrist, and or finger movement	F
Moving up and down from/to sitting position on the floor	R
Physical support and care of children (e.g. diapering, feeding, positioning, etc.)	O

ENVIRONMENTAL CONDITIONS:

C	F	O	R	N
Regularly	Frequently	Occasionally	Rarely	Never
Over 70%	41% to 70%	16% to 40%	Up to 15%	0%

-Environmental Condition-	-Frequency-
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Work in confined spaces (crawl spaces, shafts, pipelines)	O
Wet, humid conditions (non-weather)	O
Varying, inclement outdoor weather conditions	O
Vibration	R
Work in hazardous traffic conditions (does not include regular traffic commute)	N
Extreme cold (non-weather; 1 hour)	R
Extreme heat (non-weather; >100 deg. F for > 1 hour)	O
Subject to oils (mechanical or food)	O
Required to wear a respirator	R
Fumes or airborne particles	O
Work near moving mechanical parts	O
Work in high, dangerous places	O
Risk of electrical shock	O
Potentially hazardous bodily fluids	O
Potentially hazardous or cancer-causing agents or chemicals	O

VISUAL ACTIVITIES:

-Activity-	-Usually Required-
Clarity of vision at 20 feet or more.	Yes
Clarity of vision at 20 inches or less.	Yes
Three-dimensional vision- ability to judge distance and space relationships.	Yes
Precise hand-eye coordination.	Yes
Ability to identify and distinguish colors.	No

NOISE EXPOSURE:

-Level-	-Indicator-
Very quiet	
Quiet	
Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.)	X
Loud noise	
Very loud noise	

Description of loud or very loud noise:

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SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.