



Fitness and Program Coordinator

POSITION TITLE: Program and Fitness Coordinator

REPORTS TO:

CLASSIFICATION: Full Time, hourly

REVISED: January 2nd, 2018

APPROVED BY OWNERSHIP ON: 2/2/2018 EDO

General Position Description:

The Program and Fitness Coordinator fills a unique leadership position that is responsible for the enrollment, satisfaction, and retention of participants in programs at the MetroRecPlex. In addition, they will serve as the frontline point of contact for fitness programs, classes, and staff enjoyed by the general membership.

Programs: The Program Coordinator is for development and implementation of assigned programming within the MetroRecPlex including After School Programs, fitness, sports leagues, Learn to lessons, and special events. Responsible for assisting in supporting and enforcing the rules, regulations, programs, and safety of the facility and facility patrons.

Fitness: The Fitness Coordinator is responsible for creating an unmatched fitness experience for members and guest. You actively seek out opportunities to exceed their expectations through Group Fitness Classes, Personal Training, and Elite Training programs. Responsible for assisting in supporting and enforcing the rules, regulations, programs, and safety of the facility and facility patrons.

Accountabilities

Programs:

- Serves as the frontline point of contact for programs on nights and weekends.
- Working alongside department directors, develop innovative programs based on membership, guest, and industry demands.
- Oversee safe and engaging activities for After School Program.
- Apart of recruiting, hiring, training, supervising, and evaluating recreation program staff which may include referees, instructors, and other support staff.
- Working with the Marketing Director, promote interest in all programs through brochures, flyers, social media, and other marketing tools.
- Ability to understand and work within multiple program area operating budget to implement and grow programs.
- Coordinate with appropriate department directors on logistics and reservations for programs and special events in the facility.
- Communicate professionally and effectively with staff, members, participants, parents, and guests of the MetroRecPlex.
- Monitor all facility and program inventory, supplies, equipment, and services.



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Fitness and Program Coordinator

- Monitor recreation programs, activities, and events including evenings, weekends, and holidays, as necessary.
- Additional duties as assigned.

Fitness:

- Serves as the frontline point of contact for Group Fitness Instructors, Personal Trainers, and Fitness Attendants.
- Schedule Fitness Attendants bi-weekly and assist in finding coverage.
- With the Director of Fitness, create group fitness schedule quarterly. Track the number of members and guests who participate in classes.
- Track Personal Training clients and sessions.
- Provide training during new Personal Trainer, Group Fitness Instructors, and Fitness Attendants. Assist in continuing education and training for all staff.
- Assist with processing payroll for department personnel. Verifies hours and complete data entry of part time staff.
- Track and report facility usage and trends utilizing Maxgalaxy reports.
- Additional duties as assigned.

Education and Special Certifications

- Bachelor's degree in recreation, sports management, or closely related field. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for education requirement.
- Group Fitness Certification through nationally recognized organization such as ACSM, NSCA, ACE, NASM, AFAA, or specialty certification.
- Extensive knowledge of exercise physiology and kinesiology, effective personal training procedures, exercise program implementation.
- Knowledge of proper use of cardiovascular, resistance, free weight, and related fitness equipment.
- Minimum of 1-year Fitness experience preferred in Group Fitness or Personal Training.
- One-three years supervisory experience required.
- Experience managing facility and program budgets preferred.
- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the MetroRecPlex.
- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Certification in CPR/AED through American Red Cross or American Heart Association.
- Ability to work nights, weekends, and holidays.
- Advanced Computer Skills. Experience with Recreational software preferred.
- Telephone Etiquette
- Excellent communication skills
- Cash and credit card handling experience



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Fitness and Program Coordinator

- Must be able to sit, stand, kneel, and crouch and must be able to frequently and easily lift or move up 10 pounds and occasionally 30 pounds.
- Must have a valid driver's license.
- Previous customer service experience preferred

McKendree Metro Rec Plex

205 Rec Plex Drive, O'Fallon, IL, 62269
 www.metrorecplex.com
 Phone: (618) 589-3800

Completed applications can be dropped off to Rec Plex office M-F between 8am-5pm or mailed in. Please submit with updated resume if available.

APPLICATION FOR EMPLOYMENT

DATE: _____

Pre Employment Questionnaire

Equal Opportunity Employer

PERSONAL INFORMATION			
Name:		Email Address:	
Present Address:	City:	State:	Zip:
1st Phone Number:	2nd Phone Number:	Referred By:	

Employment Desired			
Position:		Date You Can Start?	Salary Desired:
Are You Employed?	Yes	No	If So, May we Inquire of your Present Employer?
Have you Ever Applied to this Company Before?		Yes	No
		When?	

Education History			
Name and Location of School	Years Attended	Did You Graduate	Subjects Studied
Grammar School			
High School			
College			
Trade School			

General Information	
Subjects of Special Study/Research Work or Special Training/Skills _____	
U. S. Military Service	Rank

Former Employers (List Below Last Four Employers, Starting with Last One First)				
Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
To				
From				
To				
From				
To				
From				
To				
From				

References Give below the names of three persons not related to you, whom you have known at least one year.				
Name	Address	Business	Phone #	Years Known

Authorization: "I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date: _____ Signature: _____