

Tuscaloosa County Park and Recreation Authority

Job Description

Job Title: Fitness Assistant I
Division: Leisure Services
Reports To: Fitness Manager
FLSA Status: Non-Exempt, Part-Time
Job Level: Part-Time Pay Level 26 \$13.45 hr (min) - \$16.15 hr (max)
Prepared By: Sarah Smith/ Hannah Lamb
Prepared Date: September 05, 2016
Approved By: Gary Minor, Executive Director
Approved Date:

SUMMARY:

The Fitness Assistant assists the Fitness Supervisor(s) in the operation of the PARA fitness program in accordance with established guidelines, procedures and priorities developed by the Executive Director. They will receive instructions from the Fitness Supervisor(s).

ESSENTIAL FUNCTIONS:

- Assist in training clients and instructing classes as needed.
- Is punctual for shift. When instructing a class, should arrive 10-15 minutes early.
- Assists with the Smart Start classes.
- Contacts the Fitness Supervisor(s) if a patron has a need or concern
- Monitor and enforce fitness policies and procedures as it relates to activity center usage.
- Educate and train participants on proper and safe exercise form and provide exercise equipment orientation.
- Conduct routine inspections of appropriate fitness equipment for proper use and maintenance to include the exercise rooms and other rooms within the activity centers used for fitness programs and submit and repair requests or recommendations to the Fitness Supervisor(s).
- Promote and teach programs designed to meet the interest and needs in the area of fitness.
- Assist the Fitness Supervisor(s) in contacting the appropriate center staff as soon as possible in the event of cancellations or changes in a fitness program schedule.
- Demonstrates initiative, leadership and enthusiasm in maintaining the desired standards, interest and participation in all fitness programs and activities scheduled.
- Expected to attend any meetings or events held that require the Fitness Assistant to be present.
- Adhere to all policies and procedures as established in the PARA Employee Handbook and Administrative Handbook.
- Other duties as assigned

SUPERVISORY RESPONSIBILITIES

Does not have any Supervisory responsibilities but may assume those responsibilities at a later date depending upon the growth and development of fitness programming.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

A high school diploma or GED is required. Fitness trainer certification is required. A current Fitness Trainer certification must be presented within 60 days of hire. A minimum of 6 months of related work experience is preferred. An educational background in exercise science, exercise physiology, physical education, health science, and a health/fitness setting is preferred. Group Fitness certification or related certification is desired. Will require a group fitness/or related certification within 90 days of hire.

MATHEMATICAL SKILLS

Must be able to calculate figures and amounts such as discounts, proportions, percentages, and basic mathematical computations.

REASONING ABILITY

Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. They also must be able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS

Must possess the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and must be able to write reports, business correspondence, and procedure manuals. Must be able to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Alabama Driver's License and have an acceptable driving record. Current certifications in First Aid, AED and CPR are preferred and will be required within the ninety day probationary period. Current Personal Training and Group Fitness, or similar, certifications are required.

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. Must be able to lead aerobics, dance and exercise classes.

While performing the duties of this job, the employee frequently is required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics 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.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

P.A.R.A. is proud to be a "Drug Free Work Place."

All Employees are subject to random drug screen