**Fitness Coordinator Standard Job Description**

**Classification Title:** Fitness Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Fitness Coordinator, under general supervision, oversees comprehensive fitness programs and instructs fitness courses.

**Essential Duties and Tasks:**

**70%: Instruction/ Supervision**

* Provides group and individual wellness instruction classes using approved curriculum.
* Provides strength training exercises with resistance as well as exercises focusing on balance and flexibility, all conducted within the class setting.
* Guides participants in the correct execution of exercises to ensure safety and effectiveness.
* Provides initial & follow-up assessments to class participants, which includes a health questionnaire, biometric screening (weight, BMI, and body fat percentage), and a fitness assessment to measure balance, muscular strength, and cardiovascular endurance.
* Tailors exercises according to individual needs based off of the initial assessment.
* Compares initial assessments to follow-up assessments to measure progress.
* Provides supervision, training, and performance management feedback to assigned staff.
* Provides input into the purchase of needed supplies and equipment for the program.

**10%:** **Curriculum**

* Reviews and updates wellness curriculum.
* Organizes, schedules, implements, and evaluates fitness activities.
* Develops and identifies wellness activities.

**20%: Manager’s Discretion**

**Qualifications:**

**Required Education & Experience:**

Bachelor’s degree in applicable field or equivalent combination of education and experience.

Three years of related experience in fitness programs.

**Required Licenses and Certifications:**

None.

**Required Special Knowledge, Skills, and Abilities:**

Knowledge of word processing and spreadsheet applications. Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Effective management skills. Ability to instruct fitness courses.

**Preferred Qualifications:**

First Aid American Red Cross and CPT certified. Group Exercise Instructor certified.

National Academic Sports Medicine (NASM)

**Machines and Equipment:**

Computer: 20 hrs., Standard office equipment: 5 hrs.

**Other Requirements or Other Factors:**

Working nights, weekends, and holidays as required to complete assigned tasks. Ability to exert heavy force and lift heavy objects.

**Preferred Other Factors:**

None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**