

Programmer - Fitness Tech

Parks and Recreation Dept. - Seasonal

Reports to Aquatics/Fitness Manager, Fitness Specialist

This position is responsible for implementing programs and assisting patrons of the Bowling Green Training and Community Center fitness area and multi-purpose room under direction of the Facilities Coordinator

Job duties:

- Assists the Aquatics/Fitness Manager and Fitness Specialist with community center fitness operations; staffs the fitness facilities; assists patrons in the safe use of exercise equipment and participation in exercise and wellness programs
- Ensures the safety and satisfaction of fitness complex users and enforces all safety and health rules uniformly; maintains adequate first aid supplies and ensures rescue and first aid equipment is in good order
- Assists with fitness and wellness-related programs, events and classes in conjunction with the Aquatics/Fitness Manager
- Evaluates fitness programming and operations, prepares reports, and makes suggestions for improvement and cost effectiveness
- Maintains patron files and ensures their safety and privacy
- Monitors the use of equipment, inspects facilities and equipment, notifies supervisors of needed maintenance of fitness equipment
- Communicates with other staff members
- Other duties as assigned

Preferred Skill Sets:

Occupational/Technical Skills

- Knowledge of community center staffing and programming in a municipal parks and recreation setting
- Basic understanding of current techniques, practices, materials, equipment, regulations and safety precautions related to fitness programs and services in a municipal parks and recreation setting
- Ability to utilize spreadsheet, database and word processing programs and selected job-related software

Administrative Skills

- Ability to analyze and resolve situations and problems
- Ability to handle multiple priorities and projects
- Ability to use effective techniques and time management
- Ability to keep clear and accurate records and reports
- Ability to process paperwork effectively

Cognitive Skills

- Ability to identify problems, recognize symptoms, causes and alternative solutions
- Ability to make timely and sound decisions
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities.

Communication Skills

- Ability to speak and write effectively, both to individuals and groups
- Ability to let people know of decisions, changes and other relevant information in a timely fashion
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare clear and concise reports, correspondence and other written materials

Interpersonal Skills

- Ability to use tact and discretion
- Ability to deal courteously and diplomatically with the general public, staff and volunteers
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates and superiors
- Ability to maintain issue confidentiality

Description of Working Conditions:

Work is performed mainly indoors, and typically involves contact with the general public and employees; activity schedules may be irregular involving night and/or weekend meetings and programs.