

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Fitness &amp; Wellness Supervisor</u>
Sch & Grade	<u>PAT 6</u>
Class Code	<u>BE88</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig	<u>Not Eligible</u>
Occupational Group	<u>Parks Recreation</u>

**PRIMARY PURPOSE:**

Plans, organizes, and supervises programs and personnel in the fitness and wellness area as assigned for Recreation programming and activities.

**SUPERVISION:**

Under the general supervision; supervises the work of subordinate employees.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Supervises and develops fitness and wellness programs, including, but are not limited to promoting membership, fitness and nutritional education classes, members' individual assessments and personal training programs, health and wellness displays, and community outreach programs.
2. Assists in the development and operations of the Springfield-Greene County Fitness and Wellness program as necessary.
3. Participates in the interviewing, hiring, and evaluation processes for temporary, seasonal, and contractual City employees working in the Springfield-Greene County Park Board Fitness and Wellness Program, including training, regulation, supervision, and scheduling employees.
4. Handles the opening, closing, and on call duties of assigned facilities, responsible for assigned security system calls and inquiries due to inclement weather.
5. Develops and maintains records necessary to operate an effective fitness and wellness program area.
6. Assists in supporting the operation of community centers, sport centers, and public schools, including the use, care, and maintenance of the facilities.
7. Schedules and plans activities; collects monies resulting from activities.
8. Establishes and maintains effective working relationships with the general public.
9. Travels to a wide variety of recreation program location sites, community centers, sports centers, and public schools and transports equipment as required.

**IMPORTANT FUNCTIONS:**

1. Attends conferences, workshops, seminars and other training for professional development purposes.
2. Utilizes appropriate computer software applications such as word processing, spreadsheet, and/or database.
3. Performs related work as required.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures and techniques in developing and directing health, wellness and fitness related programs; basic knowledge of anatomy, physiology and biomechanics; basic knowledge of first aid skills and procedures; computer literacy including but not limited to fitness and wellness specific software.

**Abilities**

Effectively develop, teach, supervise and participate in activities at community centers and sports centers; organize and direct various health & fitness activities for participants of all ages; effectively present marketing and public relations information regarding programs and activities; prepare and maintain accurate record keeping; communicate effectively both verbally and in written form; follow oral and written instructions; deal effectively and courteously with associates and the general public; self-direction; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Recreation Administration, Physical Education, Sports Management or other areas related to Health & Wellness. Related experience in developing and supervising Health & Wellness type programs desirable.

**Physical Requirements**

Performs a variety of physical activities included in sports and recreation; bending and reaching to both ground level and overhead; lifting, carrying, holding, gripping, pushing and pulling up to 60 pounds, especially while demonstrating various exercising and training techniques; must have the ability to operate a computer keyboard and mouse.

**Working Environment**

Primarily indoors with heating and cooling regulated in a general office environment.

**Licensing/Certification**

CPR/AED Certification from a nationally recognized association/organization; Additional certifications beneficial (NATA, NSCA, ACE, AAFA, etc.)

**Miscellaneous Requirements**

If operating vehicle in the completion of job duties, must possess a valid MO Motor Vehicle Operator's license. Subject to working some weekend and evening hours. Must pass criminal records screening as required by the Missouri Department of Social Services, if applicable.

<b>Last Revision:</b>	February 10, 2012	<b>GENERAL ORDINANCE NO.</b> 5309
<b>Comments:</b>	Updated Abilities	<b>Date:</b> October 13, 2003

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_