



Flagg Rochelle

COMMUNITY PARK DISTRICT

Fitness and Wellness Coordinator

The Fitness and Wellness Coordinator will assess needs, research trends, develop, plan, implement and evaluate fitness and wellness programs and services as a part of the Recreation Division within the Flagg-Rochelle Park District. This position works to streamline efficiencies, implement training methods, support overall program needs, while serving as a liaison for community partnerships. The person in this position will play a key role in developing and maintaining relationships with health-related organizations. Responsible for the creation and implementation of a comprehensive fitness and wellness program including, but not limited to: personal training (both individual, small group, and boot camp formats), group fitness classes (yoga, Zumba, strength, core, toning, etc.), educational components (health/wellness fairs, special events, social media, poster series, video series, etc.), and wellness programming (faculty/staff wellness, educational opportunities, mind/body wellness, healthy living, etc.). Oversees the fitness program including staff (program assistants, personal trainers, and group fitness instructors) and contract staff (group fitness instructors as needed). Oversees/inventories equipment related to fitness and wellness.

Duties:

- Recruits, hires, schedules, trains, supervises, mentors and evaluates fitness and wellness staff, program assistants and other related employees.
- Provides leadership, direction and oversight for Wellness Initiatives and Programs, Personal Training, Group Fitness, Small Group Training, Fitness Assessments, and Fitness Areas.
- Conducts staff meetings and provide continual training opportunities for Fitness and Wellness employees.
- Provides leadership and direction in equipment purchases, replacement management, and long-term planning. Assists in developing equipment specifications and assists Executive Director and Office/Program Manager with equipment ordering and replacement.
- Develops, coordinates and manages Fitness and Wellness marketing plans. Approves and assists in the design of Fitness and Wellness informational flyers, bulletin boards, incentive programs and special events. Updates and gives input on the Fitness and Wellness Program web page and Facebook posts.
- Maintains records, prepares and analyzes statistical reports, evaluations, participation surveys, and program manuals. In conjunction with the Executive Director and Office/Program Manager determines program fiscal needs and prepare budget recommendations.
- Evaluates Fitness Programs, rules and policies through participant evaluations and staff input. Completes report responsibilities and attend Fitness Program meetings and Department meetings.
- Approves Time & Labor payroll (daily/weekly) for Fitness and Wellness employees.
- Provides feedback regarding the safety of programs, equipment and facilities. Conducts daily observations on use said equipment and facilities. Immediately reports safety concerns to the Executive Director and Office/Program Manager.
- Performs other duties as assigned by the District.



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Qualifications Required:

1. Bachelor's degree in a related field.
2. Minimum of two years of relevant experience.
3. Knowledge of group fitness instruction for multiple group fitness offerings.
4. Ability to hire, train, schedule, and develop student staff related to fitness and wellness programming (personal training, group fitness instructors).
5. Ability to research and administer fitness initiatives, advancements, certifications, trainings, etc. related to personal training, group fitness, wellness education, healthy living, mind/body development.
6. Working knowledge of various computer software needed to perform and brand/market
7. Ability to create and coordinate special events related to fitness/wellness.

Desired:

Demonstrated experience teaching/instructing fitness classes, and instructor trainings. Nationally recognized certification (PTA Global, ACSM, ACE, AFAA, NSCA, NASM, American Red Cross First Aid, CPR, and AED) in Group Fitness, Personal Training and/or Specialized Group Fitness/Small Group Training Certifications.

Notes to Applicant: Part-time, flextime and telework position without benefits. Criminal and motor vehicle checks are required. To apply, please email a cover letter and resume to Jackee Ohlinger, Executive Director at Flagg-Rochelle Park District, 735 North 2nd Street, Rochelle IL 61068. Open until September 14, 2018.