

YMCA of Metropolitan Detroit
JOB DESCRIPTION

Part Time Non-Exempt Position

TITLE: Fitness Coordinator **BRANCH:** Lakeshore
INCUMBENT: **DEPARTMENT:** Fitness
SUPERVISOR: DVP/Executive Director **DATE:**

GENERAL FUNCTION:

Under the direction of the Executive Director, the Fitness Coordinator will assist with the design and implementation of the Fitness Department.

ENTRY REQUIREMENTS:

- Minimum 3 years group exercise experience
- The incumbent must possess a number of technical skills and have experience in a wide range of health and fitness activities.
- Knowledge of the YMCA Fitness/Wellness Certifications and be willing to obtain YMCA Fitness Certifications.
- The incumbent must have Principles of Health and Fitness, Strength Trainer Instructor and Group Exercise Instructor.
- The incumbent must have technical skills in the operation and use of a variety of resistance machines, free weights, and cardiovascular equipment.
- Good public relation skills required, and have the ability to establish and maintain effective communication with other staff, volunteers, general membership and the public.
- Current CPR and First Aid Certifications required
- Must have knowledge of the YMCA mission and Character Development program and be able to implement both into programs.
- Must be able to work within assigned budget guidelines from supervisor

JOB SEGMENTS/RESPONSIBILITIES:

- Communicate continuing education programs instructors should attend
- Communicate yearly required training's for wellness and aerobic
- Teach daytime group exercise classes
- Evaluate instructors at least two times a year
- Review goals/plans for programs
- Conduct basic equipment orientations
- Schedule aerobic staff
- Assist with annual budget for Physical Department
- Assist with fund raising efforts of the branch (annual Strong Kids campaign and other special events)
- Actively participate in member retention programs
- Wear staff uniform or professional business attire
- Understand and participate in goals and mission of the branch

- Other duties as assigned

AGREEMENT:

We understand and mutually accept the above position description represents our agreements as to the job to be performed.

Supervisor _____ Supervisee _____

Date _____