

**CITYOF PAPIILLION**

**JOB DESCRIPTION**

**POSITION TITLE:** Fitness Instructor/Water Instructor

**REPORTS TO:** Recreation Director

**SUPERVISES:** -----

**PURPOSE OF POSITION:** Responsible for ensuring quality fitness instruction, equipment, management and publicity. Leads and coordinates individual and/or group adult fitness/physical training sessions for specified health and fitness programs.

An incumbent will be required to work varied hours during the week, including evenings and weekends.

**ESSENTIAL FUNCTIONS:**

Assists in developing, planning, and promoting various recreational fitness programs and activities.

Assists in scheduling, organizing, and instructing various programs and activities including but not limited to special events and year-round fitness programs.

Assists in maintaining departmental equipment inventory and ordering materials as needed.

Assists in the evaluation and analysis of fitness services and programs and their benefits to the community; maintains records of attendance and community response.

Maintains and updates departmental information tools (web sites, bulletin boards, flyers, etc.) with current fitness information and program schedules.

Develops and upgrades fitness classes, services and activities as necessary per participant evaluation results.

Incorporates current trends and studies in the fitness industry into our recreational fitness programs.

Contributes fitness expertise to special City of Papillion projects and/or programs.

Develops and provides information on areas of specialty to Recreation Director.

Attends fitness-related classes, seminars and conferences as needed to maintain certification.

Reviews and revises fitness schedules.

Operates standard office equipment in the performance of duties, i.e. fax machines, copier, personal computer, calculator, ect.

Establishes and maintains positive public relations and serves as a liaison with community groups, the general public, other employees and other governmental agencies as needed.

**MARGINAL FUNCTIONS:**

Performs other duties as directed or as the situation dictates.

**ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY:**

Knowledge of and experience in the methods, techniques, materials and equipment used in the facilitation and implementation of fitness programs.

Knowledge of city responsibilities and ability to use independent judgment in the performance of duties.

Ability to learn and interpret rules, regulations, laws and ordinances affecting the principles and practices of public recreation.

Ability to plan, organize, direct, instruct, and evaluate diverse needs in social, physical and athletic activities and programs.

Ability to learn a variety of community resources and agencies available to the general public.

Ability to accurately prepare and maintain various records, reports, and other departmental documents.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to deal with the general public in a courteous and tactful manner.

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the various community groups, the general public, other employees, other government agencies and municipal officials.

**ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:**

1. Must possess a valid driver's license at the time of hire.
2. Must be a fitness instructor with 1 year of experience including teaching a variety of group exercise formats.
3. Must possess excellent interpersonal and communication skills, as well as sound business and budgetary skills and experience.
4. Must be professionals, outgoing and able to positively represent the Recreation Department at public level.
5. Must possess excellent interpersonal skills and be able to motivate and work with a diverse group of people.
6. A fitness certification through the ACSM or any other recognized fitness certification organization is required within the first year of hire.
7. Water fitness instructors must possess their Lifesaving and Basic First Aid certification upon hire.
8. All fitness instructors must possess and maintain their CPR/First Aid Certification throughout their employment with the City.

**ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**

Work may be performed indoors in the multi-purpose room and/or fitness room areas or over rough terrain outdoors conducting various outdoor fitness classes. Work required almost constant physical activity, including walking, running, standing, kneeling, bending, crouching, reaching, stooping, lifting and carrying various supplies, equipment and other materials. The incumbent is required to frequently sit or stand for extended periods of time, talk, hear, and must have the ability to transport themselves to and from various locations throughout the City. While performing the duties, the incumbent is required to use hands to finger, handle feel or operate objects or supplies and equipment. Hand-eye coordination is necessary to operate various pieces of office and fitness equipment. Work may occasionally be required in times of darkness. Vision abilities required include close vision and the ability to adjust focus. The noise level is usually moderate to high, but may even be intense depending on the scheduled activity.

Work required extensive interaction with the general public and other community groups and may be stressful when dealing with irate citizens and/or meeting deadlines.

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

