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Position Title: Fitness Center Director  
Qualifications: Experiences in personal fitness and management of a fitness center  
Reports To: Superintendent  
Approved By: Board of Education Date: April 27, 2009

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Summary: The Fitness Center Director is charged with coordinating and developing the Fitness Center for the community and school district's member's use. This position requires someone with supervision capabilities and knowledge in personal fitness equipment and its safe use. The individual will also work in close consort with coaches and community members who may provide classes.

I. Essential Duties and Responsibilities:

- A. Schedule and coordinate the staffing of the fitness center.
- B. Recruit, hire and train workers.
- C. Supervise the center.
- D. Train teachers, coaches and athletes on the proper use of the equipment.
- E. Coordinate the program for staff, students and community member's use.
- F. Supervise the care and maintenance of the equipment and facilities.
- G. Order items and services as needed.
- H. Oversee the scheduling and enrollment of fitness classes.
- I. Handle fitness center finances.
- J. Supervise the walking track.
- K. Promote the fitness center.
- L. Is knowledgeable of and follows all district policies.
- M. As a representative of the school district, deal with the public and school employees and students in a courteous and professional manner.
- N. Perform all other duties as the superintendent or Board may determine.

II. Supervisory Responsibilities:

Supervises workers

III. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience  
High school diploma, Advances academic training and certification as a fitness instructor preferred.
- B. Certificates, Licenses, Registrations:  
Current CPR, AED, First Aid
- C. Language Skills:  
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- D. Mathematical Skills:  
Ability to read charts, graphs and computer sums.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.
2. Ability to interpret an extensive variety of technical instruction in deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.