

**CITY OF SHELBYVILLE, TENNESSEE
PARKS AND RECREATION DEPARTMENT
WELLNESS COORDINATOR (PART-TIME)**

DEFINITION:

The employee is under the supervision of the Program Coordinator. Directions are usually general and independent judgment is needed to complete tasks. The employee will perform other duties tasks as may be required to accomplish the essential functions of the position as set out herein.

The employee is responsible for coordinating multiple wellness programs and group fitness classes within the Recreation Center. Duties also include maintenance of specific areas and information boards in the facility.

This is a part-time position with an hourly rate of \$10.00

ESSENTIAL FUNCTIONS OF THE JOB

- Lead Group Fitness Classes according to Industry Standards.
- Provide Fitness Room Orientation for new members and visitors as needed.
- Coordinate with Program Coordinator to evaluate current class offerings and work together in planning future class offerings.
- Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities.
- Keep records and makes reports as needed.
- Performs routine check of facilities and equipment.
- Answers inquiries and provides information concerning all departmental programs, activities and special events.
- Organize and construct some promotional materials including bulletin boards as needed.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of the scope and goals of the City's recreational programs.
- Knowledge of principles and practices involved in group fitness and wellness programs.
- Knowledge of current industry trends regarding group fitness.
- Ability to evaluate situations and make good decisions.
- Ability to express ideas clearly, concisely and convincingly.
- Ability to present departmental information to various groups and organizations.
- Ability to establish and maintain an effective working relationship with the public and other employees.

PHYSICAL REQUIREMENTS

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.

- Physical activities include climbing, stooping, standing, walking, pushing, pulling, lifting, reaching, handling, grasping, and repetitive motions.
- The employee may be required to lift objects weighing more than 25 pounds.
- This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.
- Also includes the necessity to communicate by talking, hearing/listening.

- Must be able to participate in all activities related to the group fitness programs within the facility (walking, jogging, running, stooping/squatting, and lifting, etc.).

QUALIFICATIONS:

- High School Diploma or GED Equivalent Required
- Certified in CPR/First Aid with American Red Cross, American Heart Association, or equal Required
- Certified to lead group fitness classes which are required to teach as part of this position. Certifications may include, but are not limited to: **ACE** Group Fitness Instructor/Personal Trainer, **AFAA** Group Fitness/Personal Trainer, **AEA** Group Fitness Instructor/Personal Trainer, **YMCA** Group Fitness Instructor, **Silver Sneakers**© MSROM Instructor, **USWF** Instructor, **Zumba** Instructor.
- Possession of a valid Tennessee operator’s license.
- Must pass a background check, physical and drug screening.
- Minimum six months experience leading group fitness classes required; twelve months preferred.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT:

The job description for the position of Wellness Coordinator (PT) for the City of Shelbyville Parks & Recreation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the essential function of the job as outlined with or without a reasonable accommodation?

Yes _____ No _____

Signature

Date