

## **RHRC Fitness Center Director Job Description**

**Position:** Fitness Director, non-exempt position  
**Reports To:** Superintendent of Recreation  
**Salary Range:** \$16.53--\$20.88 per hour  
**Benefits:** 85% Health and Dental Paid, KPERS Retirement and Life Insurance, ETO & Holidays  
**Date Revised:** December 9, 2021

**JOB OBJECTIVE:** Is an administrative position, under executive direction, responsible for overseeing operations of the Fitness Center and the Fitness Department programs and classes.

**SUPERVISION:** Directly responsible to the Superintendent of Recreation and is subject to general duties of the commission.

**POSTION ACCOUNTABILITIES:** (may include, but are not limited to, the following)

- Create, implement, supervise, promote and evaluate recreation and fitness programs for the RHRC
- Hire, train and evaluate all fitness department instructors, workers and volunteers
- Administer, organize and track all fitness program registration and participation using ActiveNet software
- Help greet and serve customers and help staff the RHRC office during open hours when needed
- Help maintain Rose Hill Recreation Center and fitness equipment and fitness facilities.
- Help maintain, order, and inventory all fitness supplies and equipment
- Help staff and supervise special community events and programs for the RHRC
- Promote effective communications with all RHRC departments and employees
- Help create a marketing strategy to promote all aspects of the RHRC fitness department
- Help create and publish the RHRC Website and Program Guide
- Help create tools to evaluate RHRC fitness programs
- Help advertise fitness information on the RHRC LED sign
- Oversee and manage the fitness department certifications of staff, instructors and volunteers
- Perform other related duties as deemed necessary by the Superintendent of Recreation.

### **EXAMPLE OF DUTIES:**

#### Administrative

- Plans, directs and implements a broad and varied fitness program for the citizens of the community in accordance with their varied interests.
- Exercises professional judgment and responsibility in the conduct of assigned activities.
- According to agency policy and executive approval, implements employee discipline procedures including termination.
- Secures and schedules various facilities for fitness program needs.
- Assist in the development of program structures and guidelines. Recommends the addition, deletion or revision of the agency's fitness programs and activities.
- Monitors, tracks and evaluates current, expired and potential memberships.
- Develops and maintains an effective orientation program of new members of the Fitness Center.
- Effectively monitors, analyze and evaluates training methods of new and current members.
- Continually monitors new developments in the health and physical fitness field.
- Develop and implement new programs in youth and adult fitness.
- Research, evaluation and selection of additional equipment. Responsible for cleaning, lubricating and monthly preventive maintenance of equipment. Recommend purchase of supplies and equipment for submission to the Superintendent of Recreation.

Maintain records and prepare reports relating to areas of responsibility.

#### Supervisory

Provides effective leadership and direction in the administration of varied fitness programs and activities, including community fitness facilities, delegating authority to staff.

Supervise assigned staff and volunteers in fitness related activities.

Recruits, hires, trains and evaluates part-time staff and instructors.

Participate in a variety of activities requiring travel.

Select appropriate part-time staff to conduct fitness related programs.

#### Public Relations

Investigate public complaints regarding programs and activities under their responsibility.

Make public appearances and meet with community organizations and other community partners to inform and build relationships between entities.

Communicate clearly and concisely, both orally and in writing within the agency.

Prepares public service announcements, program fliers and other materials in advance of upcoming programs.

#### **QUALIFICATIONS:**

Knowledge of the philosophies and objectives of public recreation.

Ability to administer and conduct quality fitness related activity programs.

Ability to motivate, work with and supervise subordinates.

Ability to work tactfully and maintain effective relationships with the public.

#### **EDUCATION AND EXPERIENCE:**

Equivalent to an Associate's degree with course work in Parks and Recreation, Physical Education, Health Promotions or related field, will consider substituting direct fitness programming experience in place of degree.

A valid Kansas vehicle operator's license, or the ability to obtain a license within 30 days of employment.

#### **PHYSICAL/REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Requires prolonged walking, sitting or standing.

Requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.

Requires stooping, kneeling, crawling, bending, turning, and reaching.

Requires climbing and balancing.

Must work in noisy and crowded environments.

#### **Submit letter of application, resume, and references to:**

Rose Hill Recreation Commission

Attn: Jason Steadman, Superintendent

PO Box 46

Rose Hill KS, 6713

[jason@rosehillrec.com](mailto:jason@rosehillrec.com)

316-776-9880