

# BURLINGTON PARKS & RECREATION

## FITNESS ADMINISTRATOR

**This position will be posted until it is filled, but resumes received by August 6 will be given priority.**

### **Summary:**

The Fitness Administrator is a part-time position working 18 hours per week. They are responsible for administering all functions related to group exercise and wellness workshops in addition to directly overseeing fitness personnel for Burlington Parks & Recreation Department. This position is critical to the wellness programs offered, to ensure they are being delivered at a high level.

### **Supervision:**

*Supervision Scope:* Exercises considerable initiative, creativity, and independent judgment in planning, administering, and delivering programming and in directing personnel

*Supervision Received:* Works under the supervision of the Department Program Coordinator; functions independently referring specific problems to supervisor only where clarification or interpretation of policies or procedures is required.

*Supervision Given:* Has direct supervisory responsibility for all fitness personnel.

### **Essential Functions:**

- ✓ Establish group fitness classes and wellness workshops on a seasonal basis
- ✓ Develop and implement new group fitness and wellness workshops
- ✓ Ensure all fitness personnel hold/maintain certifications
- ✓ Maintains staff by recruiting, selecting, and training employees
- ✓ Ensure that the customers are given high quality services and assistance when needed
- ✓ Oversee the use, care, operation, maintenance, and record-keeping of all fitness equipment

### **Knowledge, Skills and Abilities:**

The Fitness Administrator requires a highly motivated team-player with the ability to deliver a high level of interactive customer service, develop and maintain collaborative relationships, communicate effectively, as well as proactively solve problems. The ability to work flexible hours is required.

### **Minimum Required Qualifications:**

**Education, Training and Experience:** Bachelor's degree and two (2) years of closely related work experience is preferred or a combination of completed education and closely related work experience equal to six (6) years is preferred. At least one (1) year of the experience must be in a supervisory capacity. A background in athletics, sports, sports management and/or business management with gym/fitness center experience are preferred.

**Special Requirements:** Valid motor vehicle operator's license is required; Strong verbal and written communication skills; Must meet Massachusetts Criminal Offender Information (CORI) background check requirements. First aid and CPR/AED certification is required.