

Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Recreation Coordinator - Fitness
CLASS: Full-time
PAY TYPE: Non-Exempt
PAY GRADE: 100
PAY RANGE: \$20.00 - \$31.00 per hour plus benefits
SUPERVISOR: Recreation Supervisor - Fitness & Gymnastics

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

Fraser Valley Metropolitan Recreation District Benefits

Designated full time employees are eligible for benefits including:

- Medical, dental, and vision plans including spouse, domestic partner, and family coverage options
- Employer paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting
- Paid Holidays
- Paid vacation and sick leave time
- Additional recreation benefits at all FVMRD facilities

GENERAL STATEMENT OF DUTIES: Maintain a safe, clean, and functioning fitness area by enforcing rules and performing weekly cleaning and maintenance. Assist in planning, coordinating, implementing, and supervising wellness and fitness programs and activities at the Grand Park Community Recreation Center.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Develop and coordinate current and new fitness programs for FVMRD members and patrons.
- Create and/or run youth programming in the areas of fitness and/or rock climbing.
- Provide supervision and monitor activities in the fitness, weight, functional training, and track areas.
- Enforce compliance with policies, procedures, proper usage of equipment, and safety rules in the fitness area.
- Ensure proper maintenance and cleaning of all strength, cardio, and functional training equipment.
- Perform daily cleaning and restocking tasks as assigned by Fitness Supervisor.
- Assist in scheduling Fitness Attendants and communicate with cleaning staff to ensure the fitness area remains clean at all times.
- Evaluate participant's fitness needs and suggest appropriate exercise programs for meeting those needs, demonstrate proper technique as needed, and provide personal instruction when requested.
- Assist supervisor with the input of monthly program information in RecTrac.
- Maintain program equipment inventory and collaborate with Fitness Supervisor on capital project ideas.
- Assist the Fitness Supervisor with program expenditures and cost recovery reports, ordering of supplies and equipment, and FVMRD Board of Director's monthly reports.
- Maintain current fitness and climbing program information and policies on the FVMRD website.
- Perform other related duties as necessary.
- Ability to work scheduled and non-scheduled overtime, including evenings, weekends, and holidays if necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Windows based computer operating systems, including MS office and database management.

- Knowledge of safety policies, procedures, and practices.
- Knowledge of techniques and skills necessary to plan, schedule, promote, implement, and supervise wellness and fitness programs and activities.
- Knowledge of fitness equipment including preventative and general maintenance, safety procedures, proper use, and applicable health and safety regulations.
- Excellent customer service skills including the ability to resolve/diffuse patron issues and complaints.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with patrons, staff members, and the general public.
- Ability to work evenings, weekends, and holidays as necessary. Ability to work a flexible schedule, and commit to working facility's maintenance week (usually late September).

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor or Associates degree in fitness, health, or recreation preferred; or similar education/relevant certifications.
- High school diploma or G.E.D. equivalent required.
- Minimum of two years' experience in the health and fitness field.
- Current certification from a national organization such as ACSM (American College of Sports Medicine), ACE (American Council on Exercise), or NASM (National Academy of Sports Medicine). Must stay current throughout duration of employment.
- Possess or be able to obtain CPR, First-Aid, and AED certifications (training provided).

Work Environment: This position is performed in a fitness studio, gymnastics studio, or gymnasium setting and may include periods of high activity. The noise level is typically quiet to moderately loud.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. The employee is occasionally required to run, climb, balance, squat, kneel, crouch, crawl, and lift 10 pounds or greater.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date