



City of Jacksonville Job Description

Job Title: Fitness Specialist
Department: Parks & Recreation
Reports To: Director of Parks & Recreation
Prepared By: H. Alberson
Prepared Date: November 2, 2004
Approved By: G. Biggs
Approved Date: November 2, 2004

Summary: Assist in developing a variety of exercise programs and promote fitness life style education to the patrons. Be responsible for the training and education of support staff for this area.

Essential Duties and Responsibilities: Other duties may be assigned.

Assist the program manager with existing fitness programs.

Must be able to evaluate patron fitness need and design programs targeted to their specific goals.

Be available to demonstrate proper use and technique of existing fitness equipment.

Train and educate monitor staff in all areas of operation.

Assist Aquatic Manager in the operation of the pool on an as needed basis.

Must perform some maintenance duties.

Regular attendance at usual place of work is required, such as City facilities administrative offices, Fire and Police Departments, Public Works facilities and Parks and Recreation facilities.

Supervisory Responsibilities: This position has no supervisory responsibilities

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies :

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills.

Education and/or Experience: Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations: Valid AR driver license; Certified Person Trainer/CPR Certified; Certified Lifeguard

Other Skills and Abilities: Understanding of physical fitness; exercise techniques; Knowledge of resistance, nutrition and cardiovascular education.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move more than 100 pounds.

Work Environment: 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.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

RECEIPT of JOB DESCRIPTION

I have received a copy of this job description on _____ and certify that I can perform the essential functions of this position with or without reasonable accommodation.

Employee Printed Name

Employee Signature