



## **FITNESS COORDINATOR**

The City of Cedar Falls Recreation Division is seeking Fitness Coordinator candidates to supervise the development and implementation of fitness program for the Recreation & Community Programs Division; supervise and coordinate the policies governing the Recreation Center's facilities and users; respond to requests for information; and enforce the rules and regulations of the facility.

The position's main responsibilities will include: developing, scheduling, and implementing new fitness programs, researching fitness trends and providing community outreach related to fitness programming; hiring, training, scheduling, evaluating and submitting payroll for fitness staff; coordinating and leading staff meetings/training and reporting pertinent issues to the Recreation and Community Programs Manager; monitoring equipment and building conditions; promoting Recreation Center programs; providing some support for the Blue Zones initiative; leading wellness programming for City of Cedar Falls employees; preparing wellness services reports; answering patron questions and resolving issues; assisting registration staff with memberships, rentals, etc.; informing Rec. Center staff of facility and policy issues; and attending staff meetings. In addition to office hours, teaching exercise classes and providing personal training may also be required.

Position requires an associate degree from an accredited college or university with major course work in exercise science, health promotion, health education, or related field and one year of experience in the coordination of fitness programs, as an active instructor, and/or facility management along with one year of supervisory experience. Customer service skills and knowledge of the activities of fitness facilities and related programs, modern office procedures, computer equipment and software packages are required. Additionally, the possession of, or ability to obtain, CPR, First Aid, and AED certifications and national fitness or personal training certification are also required.

Civil Service testing will be involved for candidates meeting the above minimum qualifications resulting in a spring hiring list. Upon a conditional offer of employment, the successful completion of a post-offer, pre-employment physical and drug screen may be required. The current annualized salary range is \$57,720 - 93,810, but the expected offer will be in the \$57,720 - 72,155 range, depending on qualifications.

For consideration, submit a completed application (available from Cedar Falls City Hall or [www.cedarfalls.com/jobs](http://www.cedarfalls.com/jobs)), resume, and proof of education (see below) to: City of Cedar Falls, Finance & Business Operations-Fitness Coordinator, 220 Clay Street, Cedar Falls, IA 50613 or to: [jobs@cedarfalls.com](mailto:jobs@cedarfalls.com). The deadline for candidate materials is March 25 at 12:00 p.m./Noon and proof of education is strongly encouraged at the time of application and will be required before the hiring list is approved.

Equal Opportunity Employer