

## **Coord, Adult Fitness**

### **Job Code 50023632**

#### **General Description**

Responsible for ensuring that innovative, safe, effective, and high quality wellness services for adults are marketed, delivered, evaluated, and revised as necessary.

#### **Examples of Duties**

Recruit, train, evaluate, and supervise group exercise instructors.

Maintain and update a group exercise instructor manual.

Schedule group exercise instructors.

Assist with marketing of the program.

Teach group exercise classes and team teach with new instructors.

Assist with evaluation of participants in Wellness Programs.

Assist with analysis of data.

Revise program offerings as necessary.

Envision, develop, organize, and market special events.

Analyze the success of special events.

Perform other duties as required.

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

**Knowledge of:** Group fitness formats and relevant certifications, program and staff evaluations.

**Skill in:** Preparing marketing materials, training manuals, working as a team member, leading/teaching group exercise classes, giving presentations, organization.

**Ability to:** Use measuring devices, read and interpret training manuals, use basic math, explain policies and procedures, identify factors that promote and retain memberships, teach/train group exercise instructors.

#### **Experience and Education**

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

#### **Other Requirements**