

Jurisdictional Class: Competitive
Adopted: July 31, 2014
Revised:

RECREATION FITNESS CENTER SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for planning, organizing, and supervising the recreation programs and activities at a recreation or fitness center facility. The incumbent is responsible for planning, promoting, and publicizing program activities in close cooperation with the Superintendent or Director and overseeing the day-to-day running of the programs and activities in the recreation or fitness center facility. The incumbent is responsible for the proper collection and deposit of fees/receipts, reservations, security, custodial services, and the maintenance and cleanliness of the facility meeting health and safety standards. The work is performed under general supervision with wide leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over subordinate recreation staff including Recreation Activity Specialists, Recreation Assistants, and Laborers, in the recreation or fitness center facility. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans, organizes, and directs the recreation programs and activities at a recreation or fitness center facility;
- Supervises subordinate staff in the day-to-day running of the recreation programs and activities at a recreation or fitness center facility;
- Supervises the setting up, scheduling, collecting of fees, and running of the recreation program and activities within the center;
- Develops standards and guidelines for new and seasoned instructors to ensure proper fitness techniques in all classes and instructional environments;
- Monitors and assesses the work performance of all instructors to identify and establish where additional training and/or guidance is needed to minimize liability and improve the operations and efficiency of the department;
- Makes periodic inspections of recreation or fitness center facility to ensure that program activities are being carried out properly and that health and safety standards are maintained;
- Develops, implements, and maintains proper membership services, including news releases, marketing, publicity, and loyalty programs to promote such membership within the recreation or fitness center facility;
- Plans and promotes special activities, events, and tournaments;
- Develops standards and guidelines for equipment maintenance and for the addition of new equipment, including new trends in the fitness industry;
- Evaluates and continually updates equipment, services, and training programs to address new and innovative developments and evaluates programs for maximum utilization of staff, resources, and equipment;
- Develops, implements, and maintains comprehensive fitness evaluations for all members;
- Develops, implements, and maintains comprehensive personal training programs and conducts portions of these formalized personal training programs;
- May supervise cleaning and maintenance personnel involved in facility cleaning and maintenance, grounds maintenance, snow and ice control on walks, driveway, and parking lot;
- Oversees facility security measures relative to opening and closing of facility, locking and unlocking doors, patrolling facility/building, during hours of operation and before closing, ensuring access areas and doorways are clear, and establishes procedures to prevent vandalism;
- May make periodic evaluations of the work performance of subordinates engaged in cleaning, maintenance, and repair activities;
- May respond to emergencies and may administer first aid and CPR as needed;
- Prepares and maintains various records and reports pertaining to recreation programs, activities, and attendance;

Recreation Fitness Center Supervisor

Compiles information, gathers statistical data, and makes recommendations relative to the operation of the recreation or fitness center facility;

Purchases supplies and equipment within limits established and requisitions and controls distribution of supplies and equipment;

Holds meetings for discussions of rules and regulations with subordinate staff, instructors, and facility members;

Assists in the formulation of policies for the recreation programs and recommends new programs for implementation;

Assists the Director in the budget preparation for all recreation programs within the recreation or fitness center facility;

Supervises the handling of complaints, disputes, and disturbances and deals with various issues that arise;

Runs training sessions with staff for safety plans and updates.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of recreation facility management, administrative theory, and personnel management, principles, and practices;

Good knowledge of planning and equipping recreational and fitness center facilities;

Good knowledge of recreation and fitness programs and proper health and safety techniques;

Ability to plan, organize, and promote recreation and fitness activities and programs;

Ability to plan and supervise the work of others;

Ability to work well with individuals and groups of people of all ages;

Ability to communicate verbally, in print, and digitally;

Ability to write clearly and concisely;

Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with an Bachelor's Degree, six (6) months of paid or equivalent volunteer part-time experience in the management of an organized recreation or athletic program/activity, and possession of a national-level accreditation certification as either a Strength and Conditioning Specialist, Personal Trainer, Athletic Trainer, or similar field.

NOTE: College course work in management, administration, or closely related field can be substituted for the experience with three credit hours equaling six months of experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Must obtain valid CPR and Community First Aid Certification within one (1) year of appointment.