CHARTER TOWNSHIP OF BLOOMFIELD, MI

JOB DESCRIPTION

Assistant Fitness Coordinator

PAY GRADE: 111

GENERAL SUMMARY

Provides fitness instruction, personal training, equipment orientations, and lifeguarding services for adults age 50 and older. Supports daily fitness operations, instructor scheduling, program development, equipment maintenance, and administrative activities. Assists with implementing fitness programs and special events while providing excellent customer service and maintaining a safe, welcoming environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Leads group fitness classes, personal training sessions, and equipment orientations.
- Provides lifeguard coverage to ensure pool and water safety.
- Maintains instructor substitution lists and coordinates substitute coverage for fitness classes.
- Assists with developing, scheduling, implementing, and evaluating fitness programs and special events.
- Conducts regular analysis of class attendance and fitness participation trends.
- Assists with preparing fitness program information for catalogs, promotional materials, and other communications.
- Provides direct customer service through registration software, email, telephone, and in person.
- Monitors fitness equipment condition, reports maintenance needs, and tracks repairs and service requests.
- Implements established fitness policies, procedures, and safety protocols, including emergency response.
- Performs assigned administrative duties and maintains accurate records.
- Communicates with fitness instructors, members, and staff to support daily operations.
- Attends meetings and professional training as directed.
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college with major coursework in Exercise Science, Public Health, or a related field.
- 1 to 3 years of relevant professional experience in fitness instruction, personal training, or fitness program operations.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

Licenses or Certifications

- Personal Training Certification from a nationally recognized organization.
- Group Fitness Certification from a nationally recognized organization.
- Current First Aid/CPR/AED certification.

OTHER JOB REQUIREMENTS

- Ability to obtain and maintain lifeguard certification within 3 months of hire.
- Ability to teach land and aquatic fitness classes appropriate for older adults.
- Ability to maintain all required professional certifications.

PREFERRED QUALIFICATIONS

- Experience providing fitness instruction to adults age 50 and older, including individuals with varying physical abilities.
- Experience teaching aquatic fitness classes.
- Experience with fitness equipment orientations and personal training.
- Familiarity with fitness scheduling, registration software, and administrative operations.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles, practices, and techniques of group fitness instruction and personal training.
- Health and wellness principles, including exercise modifications for varying fitness levels and abilities.
- Fitness equipment operation, proper use, and safety precautions.
- Industry-related safety standards and emergency response procedures.
- Basic fitness program development, scheduling, and evaluation.
- Relevant Bloomfield Township policies and procedures.

Skill in:

- Leading group fitness classes, personal training sessions, and equipment orientations.
- Providing safe, effective, and engaging fitness instruction for older adults.
- Using fitness equipment, registration software, and Microsoft Office applications.
- Organizing schedules, records, and administrative tasks.
- Providing professional customer service and communicating effectively with members, instructors, and staff.

Ability to:

- Perform assigned responsibilities independently, accurately, and within established deadlines.
- Adapt fitness instruction to accommodate individuals with varying physical abilities.
- Coordinate instructor substitutions and assist with program scheduling.
- Maintain accurate records and analyze basic participation data.
- Recognize safety concerns and respond appropriately to emergency situations.

- Maintain confidentiality and appropriate professional boundaries.
- Establish and maintain effective working relationships.
- Manage multiple responsibilities and adjust to changing operational needs.
- Accept direction and feedback and demonstrate a willingness to learn.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment

Frequently or Often

- Office or similar indoor environment

Sometimes or Occasionally

- Outdoor environment

Seldom or Never

- Street environment (near moving traffic)
- Construction site
- Confined space
- Vehicle
- Warehouse environment
- Shop environment

Exposures

Sometimes or Occasionally

- Individuals who are rude or irate
- Communicable diseases

Seldom or Never

- Individuals with known violent backgrounds
- Extreme cold (below 32 degrees)
- Extreme heat (above 100 degrees)
- Moving mechanical parts
- Fumes or airborne particles
- Toxic or caustic chemicals or substances
- Loud noises (85+ decibels)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires bending, stretching, reaching, standing, and moving while providing fitness instruction for periods of up to 60 minutes, potentially multiple times per day. Duties include demonstrating exercises, moving chairs and fitness equipment, and observing participants to ensure safe exercise practices. The position also requires providing aquatic fitness instruction and lifeguarding services, including the physical ability to perform required water safety and emergency response procedures.