



CITY OF KETTERING

DEPARTMENT OF HUMAN RESOURCES

RECRUITMENT ANNOUNCEMENT FITNESS COORDINATOR (REGULAR PART-TIME)

The City of Kettering Parks, Recreation & Cultural Arts Department is recruiting to fill two **Regular Part-Time Fitness Coordinator** positions, one at the Kettering Fitness & Wellness Center (KFWC) located at the Trent Arena, and the other at the Kettering Recreation Center (KRC).

THE POSITIONS:

The Fitness Coordinators assist the Manager of Fitness, Sports & Special Facilities with the development and management of fitness programs, staff and facilities. The current positions have a variable weekly schedule of approximately 27 hours per week.

Fitness Coordinator - Kettering Fitness & Wellness Center at Trent Arena (KFWC)

Responsible for overseeing daily fitness center operations at KFWC, including, but not limited to: facility supervision; supervision and scheduling of Exercise Specialists, Personal Trainers and clerical staff; daily deposits and cash drawer balancing; appointment scheduling for orientations, personal training, etc.; café product inventory and ordering; equipment maintenance; Trent Arena Track schedule and posted closings; patron communications and customer service.

Fitness Coordinator - Kettering Recreation Center (KRC)

Responsible for overseeing daily fitness center operations at the KRC, including, but not limited to: Fitness Center supervision; supervision and scheduling of Exercise Specialists and Personal Trainers; appointment scheduling for orientations, personal training, etc.; community walking information (Walking Trail Maps, etc.); senior and community wellness programming; assisting with the Kettering Employee Wellness Program; equipment maintenance; patron communications and customer service.

QUALIFICATIONS:

The ideal applicant will have knowledge of modern fitness/wellness programming plus several years of experience in the area of group exercise/fitness and the ability to plan and promote a wide variety of fitness programs offered by the Department. A related degree plus ACE, AFAA or ACSM certification desired. Experience in budget preparation and management highly desirable. Must have good organizational skills; a reputation for excellence in customer service; strong supervisory and interpersonal skills, as well as the ability to work effectively with all employees, City officials and the general public.

COMPENSATION:

Pay range up to \$17.97 per hour, with entry rate contingent upon the applicant's related skills, knowledge and abilities. Benefits include prorated sick leave, vacation leave and holiday pay.

TO APPLY:

Submit a Resume with Cover Letter *immediately*, to: Director of Human Resources, Kettering Government Center, 3600 Shroyer Road, Kettering, OH 45429. Phone: 937-296-2446, FAX: 937-296-3371. Recruitment is open until the positions are filled. *More information is available at:* www.ketteringoh.org .

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