

Job Description—Fitness Center Director

Qualifications:

The fitness center director needs to be organized, possess computer skills, have a positive attitude and enjoy working with students and community members. The director needs to be self-motivated, able to give direction, and able to handle conflict.

Reports To:

High School Principal

Job Goal:

The fitness center director shall serve as the head of the fitness programs, staff and facilities. The director's duties will also include the development and the implementation of a wide variety of programs and activities to meet the school district's and community's educational needs.

Specific Duties:

- Plan and implement a variety of programs and activities of interest for school and community to assure optimal utilization of the fitness center.
- Recruit, interview and recommend new fitness center staff for employment.
- Supervise and evaluate fitness center workers
- Serve and complete supervisory duties as outlined
- Set schedule for employees of the fitness center
- Administer the approved fitness center budget
- Recommend appropriate building changes or additions
- Recommend new or replacement equipment as needed to operate and service the fitness center
- Work with the head custodian regarding any maintenance or custodial concerns
- Do routine maintenance of machines
- CPR and first aid certified or the ability to be
- Administer memberships
- Create and implement cleaning schedule to maintain cleanliness of facility
- Be responsible for an effective public relations program regarding fitness center activities
- Work to establish community feedback on programs, equipment and overall operation of the fitness center
- Perform routine duties of fitness center supervisor
- Perform any and all other duties prescribed by the administrative team and school board

Work Schedule:

To be set by administration

Compensation:

To be set by the school board

Terms of Employment:

Evaluation will be completed by the high school principal.

Approved: December 7, 2009