

**Virginia G. Piper Sports & Fitness Center for Persons with Disabilities
(SpoFit) Job Description**

- Position:** Fitness Coordinator
- Salary:** 33,000-38,000 DOE
- Benefits:** Health/Dental benefits, 403(b) retirement plan and paid time off included.
- Reports to:** SpoFit Manager
- Applications:** Applications accepted through July 29, 2011. Tentative start date for the position is August 8, 2011.
- To Apply:** Email cover letter and resumé to spofitjobs@abil.org. Please reference “Fitness Coordinator Position” in the subject line of your email.

Job Description: The Fitness Coordinator is a full-time, salaried, exempt position. This position is responsible for supervising fitness staff and overseeing the personal training program. The fitness coordinator is also responsible for creating high-quality fitness programs for individuals with disabilities.

Duties and Responsibilities:

- Assist manager with recruitment, hiring, training, scheduling, supervising and evaluating fitness staff and volunteers.
- Provide for the ongoing development of fitness staff and volunteers.
- Develop, schedule, coordinate and supervise fitness programs.
- Assist with fitness program and membership registration.
- Promote and provide members information concerning fitness programs.
- Address questions and concerns regarding fitness programs and facility.
- Lead regular classes and other specialized classes as needed.
- Maintain and care for fitness program equipment.
- Purchase regular program supplies; recommend larger purchases.
- Assist with the preparation and monitoring of fitness program budget.
- Act as manager-on-duty when needed.
- Perform other job-related duties as assigned.

Hours: Work schedule is varied, requiring flexibility in work hours at times and some evening and weekend work. **Please only apply if you can fulfill the time requirements.**

Supervisory Responsibility: Supervision is exercised over fitness staff, fitness volunteers and personal trainers.

Knowledge, Skills, and Abilities: Strong knowledge of exercise physiology, anatomy, kinesiology, and fitness practices and techniques for people with disabilities. Ability to lead a wide variety of fitness classes using a variety of techniques, styles and formats. Ability to model a positive, motivating and caring demeanor. Must be able to problem solve and adapt exercises to individuals' abilities. Excellent public relations and communication skills, strong planning and organization skills, and effective leadership, supervisory and problem solving skills. Ability to use independent judgment and initiative. Exceptional ability to work cooperatively with others and create a positive, constructive relationship with staff and SpoFit members.

Qualifications: Bachelors' degree in exercise science or related field; current professional certification (ACE, AEA, AFAP, CTRS, NSCA or other applicable); and two years professional experience working with people with disabilities in the fitness field; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

Clean criminal background required.

Working Conditions: Work schedule requires a great deal of flexibility and is dependent upon program needs. Pressures and stress of the position include dealing with crisis situations, meeting deadlines and supporting a wide variety of participant and staff needs.

ABIL is an equal opportunity employer and is committed to increasing the diversity of its workforce and sustaining a work environment that is inclusive. Women, minorities, veterans and people with disabilities are encouraged to apply.