

POSITION TITLE: Wellness Director

PURPOSE OF POSITION

General Statement of Duties: Performs work related to planning and coordinating community wellness programs, and recreation activities for the public; initiates, plans and performs duties related to wellness and fitness programming.

Supervision Received: Works under supervision of Park and Recreation Director

Supervision Exercised: May exercise temporary supervision over others assigned to a special project. Will perform a variety of activities associated with the Greene County Community Center facility which is open seven days a week.

Examples of Duties:

1. Assists the Park and Recreation Director in determining, developing, planning, and organizing and evaluating wellness programs.
2. Assists in selection, training, supervision of fitness personnel.
3. Plans, instructs, and supervises fitness classes, educational presentations, special events and recreational programs.
4. Designs and integrates fitness assessment criteria including pre-admission screening and ongoing participant evaluation based on national fitness organizations' guidelines to assure safety of all participants.
5. Prepares and maintains necessary records and reports in the fitness center.
6. Monitors budget and makes budgetary recommendations for equipment.
7. Ensures the maintenance, cleanliness and safety of equipment and facility.
8. Assists with materials and works with civic groups and residents to explain and promote wellness programs and pool information.
9. Assists recreation division with programs and events.
10. Supervise exercise areas; help members with equipment usage and safe exercise techniques.
11. Attend staff meetings.
12. Perform other duties as assigned.

QUALIFICATIONS FOR APPOINTMENT

Required Knowledge, Skills and Abilities: Considerable knowledge of methods, techniques, equipment, philosophy and objectives of a variety of wellness and recreation programs designed to meet the needs of various age groups; considerable knowledge of the marketing and promotion of wellness activities, knowledge of CPR, first-aid, exercise physiology, diet and nutrition, and the safety precautions required in wellness programming; knowledge of the practices and principles of effective management. Skill in leading and instructing

wellness program participants; skill in establishing policies and procedures; skill in maintaining records and preparing reports. Ability to plan, organize and schedule facilities and personnel, ability to establish and maintain effective working relationships with the public; ability to identify, organize and implement wellness and recreation programs; ability to monitor and make budgetary recommendations. Computer knowledge of Microsoft Office and Network Internet.

Education and Experience: Five years experience in conducting or supervising fitness/wellness programs or a bachelor's degree preferred in exercise science, physical education, recreation, or a related area and one year of experience in conducting or supervising fitness/wellness programs. A Master's degree in a related field may be substituted for the one-year experience requirement. Certification in CPR and as a Fitness Instructor with the American College of Sports Medicine is desirable, but not required.