

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: FITNESS PERFORMANCE SPECIALIST**

**RANGE: 24**

### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under direction of the Manager of the Wellness & Aquatics Complex, provide personal training services to Jaguar Aquatics Wellness & Sports (JAWS) members and assist with the coordination, the operations, and activities of the JAWS Personal Training Program; collaborate with other faculty, staff, and committees involved in personal training and fitness activities, and special fitness events.

### **DISTINGUISHING CHARACTERISTICS**

The Fitness Performance Specialist performs a full range of project coordination duties and personal training services in support of assigned personal training and fitness areas including to participate in the development, implementation, and administration of assigned services and functional areas, participate in monitoring project area policy and procedure development and implementation. Positions at this level coordinate communication and work activities among District staff and community and business groups and partners. Assignments performed at this level require a broad knowledge of assigned personal training and fitness areas and in-depth experience and knowledge and certifications relative to personal training and fitness areas.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Instruct JAWS members through, physical assessments, one-on-one demonstration and guidance in technique, critique, development, direction, preparation, and delivery of comprehensive fitness programs based on members' needs and goals, informing members of fitness resources available to them (which includes proper use of fitness equipment and exercise techniques), and supportive teaching, while assuring safety and preparation for potential emergencies in all areas. **E**
2. Work in coordinated efforts (specific to communication and scheduling) with colleagues, front desk team members to assure prescheduled appointments for private fitness instruction (personal training and semi-private training) are completed. **E**
3. Assist with determining and implementing strategies for ensuring the personal training team meets their productivity goals and drives content for department-wide meetings to achieve these strategies. To include creating, maintaining, and regularly updating progress for each personal training client, following company guidelines, and delivering a positive fitness experience to members. **E**
4. Participate in the administration of health and wellness programming; assist assigned supervisor and consultants in meeting reporting requirements, functional responsibilities, and research objectives; provide a full range of technical and program support as well as responsible and complex administrative support,

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assist in organizing functions and activities promoted by the District, college, or program area; serve as a liaison between the assigned supervisor and staff, the general public, and other District personnel; represent personal training and health and wellness services at meetings and special events. **E**

5. Plan and organize assigned program functions as well as administrative office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines; discuss and review calendar of events on a regular basis with assigned administrator to assure timely coordination of office activities and status of assigned program functions and projects; develop schedules related to personal training and health and wellness program activities and services. **E**
6. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other staff members and programs. **E**
7. As assigned, schedule and arrange faculty, student, and/or member orientations related to personal training and health and wellness programs. **E**
8. Monitor the scheduling, staffing, and cancellation of personal training programming for the fitness center; coordinate registration activities for members in personal training and health and wellness programs; provide admissions and enrollment information to students. **E**
9. Conduct initial member assessment interviews; refer members to appropriate fitness center health and wellness programs and services. **E**
10. As assigned, assist in membership and personal training program development logistics; create and update publications; create program forms and procedures as needed. Assist in the preparation and distribution of flyers and fitness center program newsletters. **E**
11. Collaborate in the development and implementation of the JAWS personal training program's annual needs assessment surveys, annual budget plan, one-year and five-year plans, program review, and flexible calendar program certification; develop, design, review, and process personal training surveys, forms, and applications; gather, compile, and tabulate data and information from Program surveys, forms, and applications. **E**
12. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conform with established regulations and procedures regarding personal training programming. **E**
13. Coordinate specialized functions or projects independently as assigned including special event planning and implementation; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate. **E**
14. Answer telephones and respond to questions and requests for information from administrative, management, academic, and/or classified staff, students, and the general public; communicate information in person or by email or telephone where judgment, knowledge, and interpretation of policies and procedures are necessary. **E**
15. Serve as liaison between members and fitness center administrators and staff and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District College, Department, membership, or personal training fitness policies and procedures. **E**

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16. As assigned, provide technical assistance to members in person, on the telephone, and/or on-line regarding membership services and fitness center programs; instruct members in procedures for completion of forms and applications; explain membership application requirements and restrictions; review completed forms for accuracy and completeness; process various applications and forms. **E**
17. Assist Fitness Manager in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; provide regular sales reports; interact with members regarding membership payments. **E**
18. Recommend expenditures for fitness equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of fitness equipment. **E**
19. Utilize various computer applications and software packages; maintain and generate reports from a database or network system. **E**
20. Interact with District administrators, divisions, departments, faculty, staff, and students in all matters related to health and wellness services; interpret and apply District and fitness center policies, procedures, and process sensitive complaints and requests for information. **E**
21. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Personal training instructional format, processes and procedures, and guidelines.
- Operational characteristics, services, and activities of the functions, programs, and operations of the fitness center.
- Goals and objectives of the fitness center
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
- Work organization and office management principles and practices.
- Screening and interviewing techniques may be required for some assignments.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles, practices, and procedures of business communications.
- Principles and procedures used in complex, interrelated record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Basic mathematical concepts.
- Principles and techniques used in public relations, including methods and techniques of proper receptionist, telephone etiquette and customer service.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, leadership, and guidance to staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Editing, proofreading, and copywriting principles and practices may be required for some assignments.
- Oral and written communication skills.
- District organization, operations, policies, and objectives.

**Ability to:**

- Assist with the quality and consistency of products, services, programs, and fitness floor experience for the fitness professional team.
- Understand the organization and operation of the fitness center as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Perform responsible program and technical support as well as difficult administrative and secretarial duties involving the use of independent judgment and professional initiative.
- Oversee and participate in the management of the administrative functions and operations of health and wellness services.
- Establish, review, and revise work priorities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public, effectively present information in person, by email, or on the telephone to students, staff, or the public.
- Provide specialized information and assistance to students, staff, and the general public.
- Interview and assess needs of students and members may be required for some assignments.
- Participate in the development of survey instruments, conducting surveys, and recording and interpreting survey results may be required for some assignments.
- Research, compile, analyze, and interpret diverse data.
- Prepare a variety of clear and concise administrative and financial reports. Independently compose and prepare correspondence and memoranda.
- Maintain complex and varied files and records. Implement and maintain filing systems.
- Select, train, evaluate and provide leadership and guidance to student workers. Plan, organize, coordinate, prioritize, perform, and delegate work.
- Train, lead, and provide guidance to staff and student workers. Perform simple mathematical calculations.
- Enter data at a speed necessary for successful job performance.
- Participate in the preparation and administration of assigned budgets.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems. Work confidentially with discretion.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently and effectively in the absence of supervision.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

### **EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination equivalent to: Two (2) years of college with major course work in health science, or equivalent experience working in the health and fitness industry or a related field; **AND** two (2) years of increasingly responsible personal training programming, technical, and clerical support experience.

### **LICENSE AND OTHER REQUIREMENTS**

Personal training instructor certification from ACSM, NASM, NASC, ACE, and/or AFAA

Current First Aid/CPR/AED Certification, or ability to obtain within six (6) months of employment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals, as well as various physical activity program areas. Occasionally work is conducted outdoors for extended periods, in the delivery of various activities.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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*Ralph Andersen & Associates*

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*Human Resources*