

Columbus Parks and Recreation Department

Position Description

Position Title: Fitness Coach (Internship)

Date: April 1, 2024

Department: Parks and Recreation

Reports to: Fitness, Health and Wellness Manager

Supervises: 0 Employees

Summary of Functional Responsibilities:

The fitness internship program is an incredible learning opportunity that will directly improve your coaching skills. The internship is a hands-on, learn-by-doing based program in which you will be coaching adult/general fitness clientele. You will learn a system of training that has been proven to be safe, sustainable, and effective.

Our comprehensive approach includes weekly staff meetings and education sessions to enhance your overall learning experience. Our goal is for you to develop a deep understanding of the in's, out's, and why's of our programming and coaching methodology in addition to acquiring valuable knowledge from all aspects of the strength and conditioning field. You will gain valuable knowledge while you have opportunities to practically apply that knowledge.

Specific Duties of the Position:

- Teaching and coaching the warm-up (Foam Rolling, Mobility, Activation, Dynamic Movement, Light Implement Power Work, Plyometric Exercise, Speed/COD training)
- Strength Training Instruction (Heavy Implement Power Work, Fundamental Strength Development, Motor Control/Stability Training and more)
- Conditioning (Running, Biking, Slide boarding, overall energy system development)
- Gym set up and breakdown, daily housekeeping tasks
- Attendance at weekly education events, creation/development of presentation discussing learning experience from internship program
- Greet clients with a warm and welcoming smile as they enter our facility.
- Maintain cleanliness and organization of the front desk area.
- Answer the phone with a cheerful attitude ready to answer any questions.
- Respond to emails in a timely manner with a professional and cheerful tone.
- Become proficient in the scheduling software to ensure classes are within minimum and maximum requirements. Schedule clients for classes.
- Learn key points of our training methodology to be able to communicate information about memberships, classes and the AEI Fitness Center as a whole, as needed.
- Maintain an organized client assessment process including scheduling, confirming, rescheduling, and data collection and storage.
- Monitor membership billing and make sure contracts are input correctly.

- Update and track new contracts and leads utilizing the Fitness Center's Customer Relationship Management system.
- Manage all retail product sales including inventory, ordering, stocking, and tracking.
- Be prepared to give prospective clients a tour of the facility.
- Must be available to work a combination of shifts including mornings, evenings and weekends as needed and agreed upon.
- All other duties as assigned by the Fitness, Health, and Wellness Manager.

Education and Experience:

- Hold or be pursuing a Bachelor's degree in Kinesiology, Exercise Science, Physical Therapy, or a related field preferred, but not required.
- Experience as a personal trainer or in the fitness industry a plus but not required.
- Passion for fitness and helping others reach their full potential.
- Proven experience as or desire to become a fitness coach.
- Strong customer service and communication skills
- Strong leadership and motivational skills
- Current NCCA accredited certification preferred but not required, will be expected to attain certification within 6 months of hiring. Potential options for covered costs of certification can be negotiated.
- Certified in First Aid and CPR or willing to become certified by Parks and Recreation within 30 days of employment.
- Must pass background check required of all Parks & Recreation employees.

Judgment:

- Work is of ordinary difficulty and complexity and is performed under close supervision of the Fitness, Health and Wellness Manager.

Relationships Responsibility:

- Relationships inside and outside the organization require tact and discretion to maintain effective working relationships.
- Represent the Parks and Recreation Department and AEI Fitness Center with the highest level of integrity and respect for the participants.

Working Conditions:

- Position will require lifting of objects.

Classification of Job:

- This is a part-time position with no more than 1559 hours per year and does not provide any benefits.

Essential Physical Requirements:

- Use one or two hands to grasp, move, or assemble objects.
- Lift, push, pull, or carry heavy objects for an extended period of time.
- Move two or more limbs together (for example, two arms, two legs, or one leg and one

arm) while remaining in place.

- Make quick, precise adjustments to machine controls.
- See details of objects that are less than a few feet away and more than a few feet away.
- Work for extended periods without getting tired or out of breath.
- Bend, stretch, twist, or reach out.
- Use fingers to grasp, move, or assemble very small objects.
- Adjust body movements or equipment controls to keep pace with speed changes of moving objects.

This position is subject to the City's Drug and Alcohol-Free Workplace Program which includes: random drug testing, post-accident testing, reasonable suspicion testing, return-to-duty testing and follow-up testing. Annual BMV checks for all drivers.

This description is intended to describe the type and level of work being performed by the person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person and employees at the city may be given other assignments at will.

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