

Cass County Council on Aging

Job Description

Job Title: Fitness Assistant

Job Summary: Under supervision of the Active Living Team Leader, this position plans, coordinates and promotes a variety of senior activities which will enhance the quality of life for seniors living in Cass County. Works under established procedures but some flexibility is allowed.

Nature and Scope of Job: This position is responsible for the management of the fitness, wellness and other activities on a daily basis. This includes maintaining a good relationship with the various satellite facilities' management as well as the participants. The Fitness Assistant is the representative of the Council, and therefore, must always be aware of the public relations aspect of the job. General knowledge of the agency and community resources as well as appropriate referral techniques is required. This position is required to supervise and train volunteers. The Fitness Assistant must be able to judge what information or problems should be passed on to the Active Living Team Leader for decision or action.

Essential Job Functions:

1. Develops and maintains a comfortable and congenial center atmosphere so that all participants feel welcome and part of the group.
2. Maintains an open relationship with the management of the various satellite facilities so that they are aware of the Council's activities and feel that they are contributing to worthwhile service for older adults.
3. Provides training and development, as needed, for the Fitness Assistant, Fitness Instructors, and Fitness Center Volunteers.
4. Makes appropriate referrals to the other departments as needed.
5. Assists the Active Living Team Leader in the recruitment of prospective Fitness Instructors.
6. Recruits new participants to the center through outreach efforts and follow-up contact with all new participants.
7. Works cooperatively with the Active Living Team Leader / Community Development Team Leader to promote the center through media sources and community groups.
8. Informs Active Living Team Leader and Human Resources of any incidents or accidents occurring at the center or of any other concerns that management should be aware of.
9. Maintains the cleanliness and orderliness of the fitness programs.
10. Performs basic accounting functions and maintains appropriate documentation of such.
11. Works with Human Resource Team to track and implement First Aide Training for staff
12. Generates internal awareness of activities and meetings at the center so that the proper parties may answer inquiries and so participants may know what is scheduled that day and for upcoming classes and programs.
13. Provides general assistance and accessibility to those attending activities or volunteering at the center.
14. Helps arrange and set up rooms for activities to provide a functional environment for classes or groups.
15. Assists Active Living Team Leader with satellite activities.
16. Participates in evening and/or weekend activities as required.
17. Participates in staff meetings as required.
18. Follows the agency's safety and health procedures to ensure safe working practices on the job and in the client's homes.
19. Create Trainings and present blocks of instruction, as directed.
20. Performs other duties as assigned.

Minimum Qualifications:

Education: High school diploma required. Some college in gerontology, allied health, physical education or related fields preferred. Personal Training Certification required.

Experience: One plus years of experience working with older adults. One plus years of experience in fitness preferred. Skills in communication and supervision are required.

Other: May require car and a valid driver's license.

Certifications: Must maintain current CPR, First Aid and AED training certification. Must maintain current personal training certification.

Skills and Abilities:

1. Ability to relate well with people and to motivate and coordinate volunteers.
2. Maturity; tolerance; patience; compassion.
3. Ability to create presentations and blocks of instruction
4. Ability to work as part of team with minimal supervision.
5. Flexibility in scheduling.
6. Sense of respect for clients and the ability to maintain confidentiality of clients' situations.
7. Ability to organize work and complete assigned task.
8. Ability to perform basic computer functions such as word processing, spreadsheets, and data entry.
9. Ability to communicate with clients, volunteers and staff.
10. Ability to exercise good judgment.
11. Ability to operate routine office equipment.
12. Ability to work under pressure in a fast paced environment.
13. Ability to maintain calmness, patience and good sense under sometimes very difficult circumstances.
14. Possess basic knowledge of community resources as they relate to human services.
15. Ability to communicate both orally and in writing.
16. Ability to perform basic accounting functions.
17. Ability to accept responsibility.
18. Pleasant voice, tactful and courteous.

*The above statements are intended to describe the **general** nature and level of work being performed by individuals assigned to this position. They also reflect the minimum skills and experience levels associated with performing the essential job functions. They are not intended to be an exhaustive list of all duties, skills and responsibilities of personnel in this position. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as **general** guidelines that should be considered along job related selection or promotional criteria.*

Physical Requirements

- Ability to travel throughout the county and surrounding areas.
- Ability to enter and retrieve information from the computer.
- Ability to access office files.
- Ability to lift and carry files, notebooks, and materials weighing up to 25 pounds.
- Ability to conduct some exercise or fitness classes.

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Date: _____
(Executive Director)

I attest that I have read, understand, and received a copy of this job description and am able to carry out the responsibilities as listed.

Employee Signature: _____ Date _____

FLSA Status: Non-Exempt, Hourly
Professional II February 2021