



Point Lookout Resort and Conference Center

Fitness Specialist

Position Title:	Fitness Specialist	Department:	Health Club
Reports To:	Wellness Manager	FLSA Designation:	
Date Written/Revised:	July 21, 2010	Approved by Supervisor:	

Job Description:

Assess and develop individual fitness programs for members and staff members; monitor, evaluate, and support progress of each member; maintain fitness equipment; assist in effectively marketing fitness program to Point Lookout guests and local community.

Fitness Specialist Responsibilities:

1. Prescribe flexibility, cardiovascular, and strength training exercises.
2. Perform fitness assessments.
3. Develop and instruct safe and effective group fitness programs and classes.
4. Supervise members and attend to their needs in a friendly, polite, courteous, and professional manner.
5. Conduct fitness orientations: evaluate, correct, and instruct members on proper exercise techniques.
6. Take heart rates and blood pressures as needed.
7. Assist with development, promotion, implementation, and instruction of Wellness programs.
8. Communicate member news and recognition to the Wellness Manager for newsletters, press releases, etc.
9. Assist where needed in the training of new Wellness Department employees.
10. Assist Wellness Manager in monitoring daily operations and maintenance of all equipment and health club facilities.
11. Document follow-up on all maintenance problems.
12. Perform tasks required to keep fitness area safe and clean for members.
13. Schedule appointments, process membership agreements, and perform other administrative duties as assigned.
14. Maintain member information and daily health club utilization statistics.
15. Build relationships with members and staff, encouraging them to be more physically active.
16. Coordinate programs with other departments.
17. Maintain company philosophy and vision statement.
18. Perform other duties as assigned.

Job Requirements: Associate's Degree in Health Education/Physical Education or related field; Bachelor's Degree in Health Related/Physical Education field with emphasis on Exercise Physiology preferred. Minimum of one (1) year related work experience. Experience may be substituted if Bachelor's degree is in a related field. Knowledge of seniors, a plus. Knowledge of exercise prescription, medications, contraindications, and risk factors is essential. Experience in designing, implementing, and evaluating fitness programs for seniors and/or special populations a plus.

Excellent communication, organizational, and interpersonal skills. A well trained individual who possesses and demonstrates high energy. Computer literacy in Windows software programs. CPR certification and First Aid certification required.