



# Ottawa Hills

## Local Schools

### Job Description

**Job Title:**

Fitness Center Coordinator

**Summary:**

An employee in this position, under the supervision of the Athletic Administrator, is responsible for supervising and coordinating the development and implementation of workout programs for student/athletes and community members as well as overall supervision of the Kadens Family Fitness Center and all its contents.

**Responsibilities/Duties:**

- Orient all student/athletes, teachers and community members on the use of all equipment and ensure proper documentation is maintained
- Coordinate training sessions, classes, health seminars, and special events
- Coordinate and facilitate Staff Wellness Program
- Manage, direct, and supervise the Kadens Family Fitness Center within the philosophy of the athletic department
- Work with and maintain rapport and communication with coaches, athletes, faculty, Village Life, etc.
- Ensure exercise equipment, facility and store room is kept clean (infection control plan in place)
- Record all hours accurately and submit time sheet weekly
- Wear proper clothing while working
- Maintain certification as required by licensure and Ottawa Hills Local Schools

**Qualifications:**

- Bachelor or Master's Degree in exercise science, biomechanics, sports psychology or related field
- Certified Strength and Conditioning Specialist through the National Strength and Conditioning Association.
- Current Pupil Activity Permit
- Current BCI & FBI Reports
- CPR certification and AED training (preferred)
- 1-2 years of personal training experience preferred