



POSITION TITLE: Recreation Supervisor – Fitness & Gymnastics
CLASS: Full Time
PAY TYPE: Exempt
PAY GRADE: 200
HIRING RANGE: \$60,000 - \$67,000 per year plus benefits
SUPERVISOR: Director of Recreation Services

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities, and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

Fraser Valley Metropolitan Recreation District Benefits

Designated full-time employees are eligible for benefits including:

- Medical, dental, and vision plans including spouse, domestic partner, and family coverage options
- Employer paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting
- Paid Holidays
- Paid vacation and sick leave time
- Additional recreation benefits at all FVMRD facilities

GENERAL STATEMENT OF DUTIES: Plans, coordinates, and supervises fitness, wellness, climbing wall, and gymnastics programs at the Grand Park Community Recreation Center. Oversees staff, facilities, and equipment to provide safe, welcoming programs that meet the needs of a diverse community.

LEADERSHIP/SUPERVISORY FUNCTIONS:

- Consistently promote the ideals outlined in FVMRD's Culture Statement.
- Educate all staff on FVMRD's Mission, Vision, Values, and Goals.
- Maintain a positive attitude, model proactive communication, and promote a team environment.
- Communicate openly and effectively with coworkers, volunteers, patrons, board members, and the general public.
- Conduct staff meetings to promote customer service, safety, and organizational excellence.
- Implement department policies and procedures and maintain relevant operational and procedural manuals.
- Attend at least six FVMRD Board of Director's meetings per year.
- Serve as a member of internal committees as assigned.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Plan, coordinate, and supervise wellness, fitness, climbing wall, and gymnastics programs that meet the needs of members, participants, and guests.
- Supervise, schedule, train, and evaluate staff, instructors, personal trainers, contractors, and volunteers; review employee time and leave requests.
- Observe programs and provide staff guidance to support safe, effective instruction. Teach classes, provide personal training, or cover programs as needed.
- Monitor activities in assigned areas and enforce District policies, proper equipment uses, and safety rules.
- Ensure assigned areas and equipment are clean, safe, and maintained; coordinate inspections, repairs, and replacements.
- Maintain accurate program schedules, fees, and registration information, and coordinate updates to public information and marketing materials.
- Respond to participant questions, concerns, incidents, and complaints in a timely and professional manner.

- Evaluate programs using participation, revenue, facility use, and participant feedback; recommend improvements and identify future program, staffing, equipment, and facility needs.
- Assist with budget preparation, order supplies and equipment, and monitor program revenues and expenditures.
- Maintain a schedule that includes a visible presence during programs and peak-use periods.
- Work early mornings, evenings, weekends, holidays, or special events as needed.
- Perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of planning, scheduling, promoting, and evaluating recreation programs, including current practices in fitness, wellness, gymnastics, climbing wall operations, and personal training.
- Knowledge of applicable safety procedures, emergency response practices, and proper use and maintenance of fitness and gymnastics equipment.
- Ability to supervise, train, coach, and evaluate staff and instructors.
- Ability to prepare and monitor budgets, review program and facility use data, and recommend improvements.
- Strong customer service and conflict resolution skills.
- Proficiency with Microsoft Office and the ability to use or learn registration, scheduling, and timekeeping systems, including RecTrac and Paylocity.
- Ability to read and apply policies, procedures, safety standards, and equipment manuals.
- Ability to communicate clearly, manage competing priorities, and maintain effective working relationships with participants, staff, volunteers, vendors, and the public.

EDUCATION, TRAINING, AND EXPERIENCE:

- High school diploma or GED required. An associate or bachelor's degree in exercise science, fitness, recreation, or a related field is preferred.
- At least three years of experience in fitness, wellness, recreation programming, or a related field. Leading or supervisory experience is preferred.
- A current certification from a nationally recognized fitness organization, such as ACSM, ACE, or NASM, is required and must be maintained.
- CPR, First Aid, and AED certifications must be obtained within 30 days of hire and maintained throughout employment.
- An equivalent combination of education, training, certifications, and experience may be considered.

Work Environment: Work is performed in a fitness studio, gymnastics studio, or gymnasium setting and may include periods of high activity. The noise level is typically quiet to moderately loud.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. The employee is occasionally required to run, climb, balance, squat, kneel, crouch, crawl, and lift 20 pounds or greater.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date