



CITY OF BOWLING GREEN, KENTUCKY POSITION DESCRIPTION

Title: Fitness Instructor (Athletic Staff Assistant II) **Department/Division:** Parks & Rec/Fitness
Reports to: Fitness/Wellness Supervisor **Position Status:** Part-Time; Non-Exempt
Schedule: varies; night & weekend hours required **Location:** On-Site

PURPOSE OF POSITION

The purpose of this position is to provide support to the assigned athletics/recreational area. Duties and responsibilities may include but are not limited to supervising or leading assigned personnel, teaching classes, providing customer service, assisting with sports events/activities, preparing and maintaining sports facilities, monitoring patrons, or leading recreational activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises or leads assigned personnel, including training, and assigning and monitoring work.
- Plans and instructs classes in fitness programs such as aerobics; interacts with patrons to ensure proper placement and customer satisfaction.
- Assists with training/instruction in competitive swimming programs; assists with placement of students.
- Maintains records of individual participation and advises participants of progress in goal achievement.
- Coordinates and schedules sports league; collects entry fees and oversees execution of schedules; referees and/or keeps score as required.
- Maintains fitness equipment and facility area of responsibility in compliance with set standards and in accordance with safety regulations.
- Performs routine clerical tasks such as data entry, reconciling fees received, filling out forms, telephoning, and photocopying.
- Maintains playing turf and prepares ball fields for games; maintains facility restrooms as required.

- Monitors patrons to ensure compliance with departmental rules and regulations; provides patrons with rules and regulations as required.

ADDITIONAL JOB FUNCTIONS

- Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma or GED required, with six months to one year of experience in the assigned area. May require certification in First Aid, CPR, and/or other certification specific to the area of specialization.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**LANGUAGE ABILITY AND INTERPERSONAL COMMUNICATION**

- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan. Ability to compare, count, differentiate, measure, and/or sort data and information.
- Ability to advise on and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize descriptive data and information, such as regulations, correspondence, or general operating manual.

MATHEMATICAL ABILITY

- Ability to add, subtract, measure, multiply and divide.

JUDGMENT AND SITUATIONAL REASONING ABILITY

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

PHYSICAL REQUIREMENTS

- Ability to maneuver and steer equipment and machinery requiring simple but continuous adjustments. Ability to handle, load and unload, and move and guide materials using simple tools.

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as demonstrating aerobic routines and moves or demonstrating swimming form.
- Ability to exert mildly heavy physical effort in light to moderate work involving climbing and balancing. Ability to handle, finger, and feel. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl.
- Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc., associated with objects, materials and ingredients.

ENVIRONMENTAL ADAPTABILITY

- Ability, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Bowling Green is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.



Employer Information

Employer:	City of Bowling Green	Type of Business:	Municipality
Location:	City of Bowling Green	City:	Bowling Green
Address:	1001 College Street	Zip Code:	42101
State:	KY	Contact Title:	Safety & Risk Manager
Contact Name:	David Weisbrodt	Fax:	270-393-3298
Phone:	270-393-3629	Job Position:	Fitness Instructor
Email:	david.weisbrodt@bgky.org		

Brief Description of Employer's Business:

The City of Bowling Green is a vibrant, growing, and diverse community located in south-central Kentucky. It is the 3rd largest city in the state and conveniently located between Nashville and Louisville. Bowling Green offers a combination of big-city amenities and small-town feel.

WORKSTRATEGIES[™] REPRESENTATIVE INFORMATION

Name:	Amanda Yates, ATC	Facility:	WKONA-BOWLING GREEN
Title:	Work Strategies Specialist	Address:	165 NATCHEZ TRACE, SUITE 200
Phone:	270-781-6477	City:	BOWLING GREEN
Email:	AJYates@kort.com	State:	KY
Date:	5/21/2019	Zip Code:	42103-7947

Job Description

Job Title: Fitness Instructor (Athletic Staff Assistant II)

Classification: ☐ Sedentary ☐ Light ☒ Medium ☐ Heavy ☐ Very Heavy
(Up to 10 lbs.) (11 to 20 lbs.) (21 to 50 lbs.) (51 to 100 lbs.) (> 100 lbs.)

Job Performed: ☒ Part of Team ☐ Rotation Basis ☐ Assembly Line ☒ Alone

Max Weight Handled: 50 lbs. Employment Hours: Per day 15-20 Per Week Lunch and Breaks: Yes



Brief Description of Job: The Fitness Instructor is responsible for instructing individuals and classes in fitness techniques.

Educational Requirements (Specific Training, Experience, Certification and/or Licensing): High School diploma (GED)

Dress Code / Protective Gear:

Additional comments: The information for this report was gathered through an interview with Frank Lamanna on 5/2/19.

*Frequency performed shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%)
 One Min - 2:30 Hours 2:31 - 5:30 Hours 5:31 - 8:00 Hours
 Once - 20 Min / Hour 21 - 40 Min / Hour 41 - 60 Min / Hour

Description	Frequency	Essential	Task Physical Demands
Instructing Classes/Individuals: Employee teaches fitness classes and assists members with using equipment and lifting technique.	Frequent	Yes	1 Requires standing, walking, balancing, climbing, forward/overhead reaching, stooping, crouching, kneeling, object handling, fingering, feeling, and simple/ firm hand grasping.
Cleaning: Employee is responsible for wiping down the equipment, cleaning and stocking the locker rooms, vacuuming, mopping, ect.	Occasional	Yes	1 Requires lifting weights weighing up to 50# from the floor to a rack at a height of 54in. 2 Requires carrying up to 50# weights for a distance of up to 5 ft. 3 Requires using a push/ pull force of up to 10# while operating a vacuum cleaner and with sweeping/ mopping (mop/broom weigh no more than 10#). 4 Requires rolling dumbbells that weigh up to 150# across the floor for a distance of up to 5 ft. 5 Requires stooping, crouching, and/or kneeling while wiping down equipment 6 Requires standing, walking, balancing, stooping, crouching, kneeling, forward/overhead reaching, object handling, fingering, feeling, and simple/ firm hand grasping.
<div style="display: flex; justify-content: space-around;">   </div>			
Administrative Duties: Employee works at the front desk 25% of the shift to sign up new members, take payments, ect.	Occasional	Yes	1 Requires small object manipulation with keying, operating a computer, and with writing tasks. 2 Requires sitting, standing, walking, balancing, forward reaching, object handling, fingering, feeling, and simple/firm hand grasping.

Physical Demands



Lift	Max Weight Lifted (1RM):	50 lbs.	Height To/From: Floor - 54"	Description of Object: Weights
Weight (lbs.)	Frequency*	Repetitions/Time	Height To/From	Description of Object
0-10	Frequent	5-24x per hr.	floor - overhead	Weights, office supplies, cleaning supplies, broom, mop, ect.
11-20	Frequent	5-24x per hr.	floor - up to 54 in.	Weights
21-35	Occasional	1-4x per hr.	floor - up to 54 in.	Weights
36-50	Occasional	1-4x per hr.	floor - up to 54 in.	Weights
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				

Carry	Max Weight Carried (1RM): 50 lbs.		Distance: 5'	Description of Object: Weights
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Frequent	5-24x per hr.	up to 20 ft.	Weights, office supplies, cleaning supplies, broom, mop, ect
11-20	Frequent	5-24x per hr.	up to 5 ft.	Weights
21-35	Occasional	1-4x per hr.	up to 5 ft.	Weights
36-50	Occasional	1-4x per hr.	up to 5 ft.	Weights
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				
Push	Max Force Pushed (1RM): 50 lbs.		Distance: 5'	Description of Object: Weights
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Occasional	1-4x per hr.	up to 20 ft.	Broom, mop, vacuum. ect
11-20	Occasional	1-4x per hr.	up to 5 ft.	Weights
21-35	Occasional	1-4x per hr.	up to 5 ft.	Weights
36-50	Occasional	1-4x per hr.	up tp 5 ft.	Weights
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				

Pull	Max Force Pulled (1RM): 50 lbs.		Distance: 5'	Description of Object: Weights
Weight (lbs.)	Frequency*	Repetitions/Time	Distance	Description of Object
0-10	Occasional	1-4x per hr.	up to 20 ft.	Vacuum, broom, mop, ect.
11-20	Occasional	1-4x per hr.	up to 5 ft.	Weights
21-35	Occasional	1-4x per hr.	up to 5 ft.	Weights
36-50	Occasional	1-4x per hr.	up to 5ft.	Weights
*Frequency performed per shift: N = Never (0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67-100%)				

Positional Demands

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Sitting	Occasional	Administrative Duties, breaks
Standing	Constant	Instructing Classes/Individuals, Cleaning
Walking	Constant	Instructing Classes/Individuals, Cleaning
Climbing Stairs	Occasional	Instructing Classes/Individuals
Climbing Ladders	Never	
Reach Forward	Frequent	Instructing Classes/Individuals, Cleaning
Reach Overhead	Occasional	Instructing Classes/Individuals, Cleaning
Balancing	Constant	Walking, standing, climbing
Stooping	Occasional	Instructing Classes/Individuals, Cleaning
Kneeling	Occasional	Instructing Classes/Individuals, Cleaning
Crouching	Occasional	Instructing Classes/Individuals, Cleaning
Crawling	Never	
Object Handling	Frequent	Instructing Classes/Individuals, Cleaning, Administrative Duties
Fingering	Frequent	Instructing Classes/Individuals, Cleaning, Administrative Duties
Fine Hand Coordination	Frequent	Instructing Classes/Individuals, Cleaning, Administrative Duties
Simple Hand Grasping	Frequent	Instructing Classes/Individuals, Cleaning, Administrative Duties
Firm Hand Grasping	Frequent	Instructing Classes/Individuals, Cleaning, Administrative Duties
Operating Controls	Occasional	Operating computer
Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.		

Sensory Requirements

Activity	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Vision - Far	Constant	Instructing Classes/Individuals, Cleaning
Vision - Near	Constant	Instructing Classes/Individuals, Cleaning, Administrative Duties
Depth Perception	Constant	Instructing Classes/Individuals, Cleaning, Administrative Duties
Color Discrimination	Constant	Instructing Classes/Individuals, Cleaning, Administrative Duties
Field	Constant	Instructing Classes/Individuals, Cleaning
Accommodation	Constant	Instructing Classes/Individuals, Cleaning, Administrative Duties
Perception - Spatial	Constant	Instructing Classes/Individuals, Cleaning
Perception - Form	Constant	Instructing Classes/Individuals, Cleaning
Feeling	Constant	Instructing Classes/Individuals, Cleaning, Administrative Duties
Speaking	Constant	Communication among co-workers, supervisors, and the general public
Hearing	Constant	Safety and communication among co-workers, supervisors, and the general public

Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%)
Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.

Work Environment

Exposure To	Frequency*	Comments: (Distance, Sustained Time, Examples, etc.)
Inside Environment	Constant	Works indoors
Outside Environment	Occasional	Outside fitness classes
Weather Conditions	Occasional	Outside fitness classes
Temperature	Occasional	Outside classes
Hot	Occasional	Summer months
Cold	Occasional	Winter months
Heat	Occasional	Summer months
Wet/Humidity	Occasional	Outside classes
Biological Agents	Never	
Human Body Fluids	Occasional	Emergencies only
Chemicals	Occasional	Cleaning products
Hazardous Materials	Occasional	Cleaning products
Floor Surface	Constant	
Lighting	Constant	Appropriate indoor lighting
Vibration	Occasional	Operating vacuum cleaner
Unprotected Heights	Never	
Confined/Clustered	Never	
Moving Equipment	Occasional	Fitness equipment- treadmills, bikes, ellipticals, ect.
Frequency performed per shift: N = Not Present(0%) O = Occasional (1-33%) F = Frequent (34-66%) C = Constant (67 - 100%) Repetition Based Determination (multiply reps. by #-hrs. worked) 1 - 4 reps./hr. 5 - 24 reps./hr. >= 25 reps./hr.		

WORKSTRATEGIES™ REPRESENTATIVE INFORMATION

Name: Amanda Yates, ATC Phone: 270-781-6477 Email: AJYates@kort.com