



NIBLEY CITY
Recreation Fitness Coordinator
Part-time (Open until filled)
Application Deadline: (Applications reviewed weekly)

The thriving, young community of Nibley City in Cache County is seeking a qualified and driven Part-time Recreation Fitness Coordinator, to help build a happy, healthy, connected community.

Position Overview

Under the supervision of the Recreation Director, the Fitness Coordinator will primarily work with our Nibley Fit group exercise program.

Essential Functions

The coordinator will prepare, post, and manage Nibley Fit social media and other promotional advertising; will monitor class attendance; keep the class schedule up to date; schedule recruit, train, and supervise fitness instructors, substitutes, and instructor aids. As needed, this coordinator will perform related community outreach; and if available may help prepare and maintain reports and equipment inventory. They will assist other staff members, and the public as needed, and on occasion will process payments and fitness pass processing at morning Nibley Fit classes. The coordinator may, if available support fitness events including fun runs and will perform other related duties as assigned.

Duration, Schedule, & Expectations (Flexible and negotiable based on the Coordinator's availability)

- Most of the fitness coordination can be completed either in office or from home on a computer, however, availability for occasional early morning, onsite class support for Nibley fit classes is required.
- 1-4 hrs./week on average (this may vary from .5-8 hrs./week depending on the coordinators availability, quarterly pass processing, and upcoming fitness events)
- Expect varied hours, including some early mornings, and occasional weekends (2-3/year).

Career Development/Benefits

- Valuable experience in coordinating and managing a recreation fitness program.
- Experience working within budget guidelines
- VALUABLE MARKETABLE EXPERIENCE IN THE FIELDS OF: health promotion, recreation, community health, and event planning.

Physical/Environmental Factors

This work requires in-office or at-home office work, may include some lifting of heavy objects and outdoor recreation work with possible exposure to adverse weather conditions. The coordinator must demonstrate a cooperative attitude through positive interaction with participants, colleagues, volunteers, and supervisors, regardless of the physical environment, and is expected to exercise judgment and initiative in completing their work on time.

Pre-employment testing

Prior to appointment, applicant will be required to successfully pass a criminal background check.

Wage and Required Skills/Experience

Starting wage will be between \$14.00 - \$22.00/hr. depending on applicable experience. **The position requires:** a high school diploma (or equivalent), however applicants with prior experience and or a bachelor's degree in health promotion, recreation, community health, or other related fields are preferred. Familiarity with current fitness and social media promotional trends is important. Preference will be given to those with a demonstrated ability to perform the essential functions of the position. Exceptional customer service skills, the ability to use a computer to manage work and create both electronic and hard copy promotional materials is required. The ability to communicate clearly and concisely, both orally and in writing and the ability to establish and maintain effective working relationships with those contacted in the course of work is also required.

Application Information

- Interested applicants must submit a Nibley City application found at www.NibleyCity.com.
- Application materials should be submitted via email and should be addressed as follows:
 - **Subject Line:** Fitness Coordinator App
 - **Addressed to:** Chad Wright, Recreation Director: chad@nibleycity.com

Only Electronic applications will be accepted