

Job Opportunity Bulletin

Recreation Supervisor – Health & Wellness

Parks & Recreation Department

\$34,673 - \$43,347 Annually

Responsibilities: Plans, organizes and supervises health and fitness programs, general recreation programs in the areas of fitness, sports and general recreation and special events. Develops and markets diverse program opportunities Plans, implements, organizes, supervises and evaluates fitness center, fitness classes, group exercise classes, personal training program, recreation programs and special events. Plans, schedules and teaches a variety of fitness-related classes and workshops. Provides customer service to visitors and members of the Blue Springs Fieldhouse, signing-in and registering new members, conducts tours and orientations, collects receipts and accounts for daily rental fees and day passes. Provides health assessments and conducts, group or one-on-one, safe and effective fitness orientations. Selects, hires, and trains paid and volunteer staff. Assists in scheduling and marketing the Blue Springs Parks and Recreation Department, Blue Springs Fieldhouse and fitness center and its various programs including but not limited to: Phone Calls, Flyers, Health Fairs and Special Events. Assists in identifying, developing, and maintaining new and current fitness and recreational programming. Assists in determining fitness program fiscal needs and the preparation and maintenance of the Department's budget. Assists with program registration and building operations. Ensures the safety of all visitors to the Blue Springs Fieldhouse by enforcing facility rules and regulations. Maintain certification records of instructors and staff. Conducts building inspections, fitness equipment inspections, cleaning inspections and ensure maintenance tasks are completed to ensure health/safety of participants. Create weekly reports detailing upcoming important dates, new initiatives, staffing reports, marketing efforts, changes to the area of responsibility and items of note. Set annual objectives to improve services based on annual staff evaluations and customer service evaluations/feedback.

Qualifications: Bachelor's degree in exercise physiology, corporate wellness, recreation or leisure administration or related field. Must possess or be able to obtain and maintain valid state driver's license, cardiopulmonary resuscitation certification, and first aid certification. Personal Training certification is a plus. Two years experience in fitness, corporate wellness, recreation, leisure services or related field, including supervisory experience.

Benefits:	Health Insurance (optional)	(individual/employee & spouse or children/family) CDHP CHOICE FUND 1500 - \$0/\$308.42/\$383.30; INO 1 - \$221.16/\$933.66/\$972.14; INO 2 - \$128.22/\$715.80/\$732.32 per month.
	Vision Insurance	VSP - \$ 1.10/\$5.20/\$8.40 per month
	Dental Insurance	Individual - \$4.20; family - \$31.20 per month
	Life Insurance	150% of base salary; provided at no cost to employee
	PTO	17 days per year (6 months – 4 years)
	Holidays	10 holidays
	Retirement	Missouri Local Government Employees Retirement System after 6-months of continuous employment; 5-year vesting; two voluntary deferred compensation (457) plans available with 3% City match

Online application only at: www.bluespringsgov.com