PHYSICAL FITNESS PROGRAM COORDINATOR

NATURE OF WORK

This is responsible, professional, instructional work in coordinating a comprehensive physical fitness and development program.

Work involves responsibility for planning, promoting, scheduling, developing, organizing, conducting and administering an ongoing physical fitness program. Work involves establishing physical stamina, strength and coordination testing procedures, prescribing developmental exercise programs and designing individual corrective exercise prescriptions. An employee in this class is responsible for coordinating the physical fitness program in a safe and efficient manner, considering the individual needs of the participants and the department. Work includes the preparation and maintenance of comprehensive records documenting the results of physical tests, exercise programs initiated, progress toward established goals and results achieved. Work is performed under the general direction of an administrative supervisor who establishes policy and general directives; however, considerable independent judgement and initiative is exercised in carrying out assignments. Work is reviewed through observation, conferences, analysis of reports and recommendations and evaluation of plans and program results.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, develops, organizes, promotes and administers a physical educational program to enable participants to understand the need for physical performance testing, exercise prescriptions and physical fitness.

Coordinates efforts with physicians in designing individual exercise prescriptions based on the participant's current physical fitness levels, physical performance goals, life style and medical status.

Develops and maintains a comprehensive record maintenance systems to monitor and evaluate progress of participants.

Assesses the cost effectiveness and efficiency of the physical fitness program by monitoring participant sick leave usage, injuries and disabilities.

Evaluates components of a comprehensive physical fitness program and initial program changes to meet established needs.

Schedules initial and follow-up medical examinations for program participants and evaluates results in developing a proper individual program of exercise.

Analyzes data from physical fitness assessments to establish and revise appropriate standards for the physical fitness development in accordance with the needs of the participant and the department.

Schedules and administers cardiovascular endurance, muscular flexibility, strength, stamina, coordination and agility tests.

Performs related work as assigned.
DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of physical fitness exercise programs, with special knowledge of aerobic or similar acceptable systems of exercise.

Considerable knowledge of safety procedures related to various types of exercise and physical fitness testing.

Some knowledge of basic statistical concepts and research methodology used in data collection and report presentation.

Some knowledge of basic first aid.

Ability to assess physical fitness levels of participants and design appropriate individual exercise prescriptions.

Ability to plan, organize and administer a physical fitness program and evaluate program results.

Ability to motivate employees to achieve established physical fitness goals and objectives.

Ability to collect, interpret and analyze physical fitness performance, exercise and testing data.

Ability to establish and maintain effective working relationships with supervisors, employees and others contacted in the course of work.

Ability to communicate clearly and concisely, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in physical education, exercise physiology, physical therapy or a related field.

Some experience in planning, designing and administering group and individual physical exercise programs.