



# Town of Wytheville

Job Opening

## Job Title: **Recreation Assistant – Fitness Desk**

Part Time Position up to 28 Hours / Week

**ANTICIPATED HIRING RANGE:** \$15.00 to \$15.52 / Hour      Actual compensation will be DOE/DOQ.

**DEPARTMENT:** Parks and Recreation      **FLSA DESIGNATION:** Non-exempt      **POSTED:** 06/26/2024

**POSITION SUMMARY:** The **Recreation Assistant – Fitness Desk** focuses on the supervision of the Fitness Area, while offering orientation to new participants, and performing daily cleaning duties. The position assists the Fitness Coordinator in all daily operation or maintenance requirements within the fitness area. This position will focus on ensuring that all users are using the fitness equipment in a safe and responsible manner and will also be responsible for the set up and take down of multipurpose rooms for all private rentals and programming.

→ **The Job Description is attached, and also available online via the Town of Wytheville Employment Opportunities webpage at <https://www.wytheville.org/employment>.**

**REQUIRED MINIMUM QUALIFICATIONS:** Attending High School or pursuing GED required.

Must possess the ability to communicate effectively through written and verbal communication, to understand recreation philosophy, planning and administration, to use listed tools and equipment as directed by the supervisor, to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public. **Preferred Qualifications:** High school diploma or GED equivalent preferred. Preferred experience will include two years of experience directly related to fitness or an equivalent combination of education and experience.

**Additional Requirements:** Valid state driver's license or the ability to acquire one within three months if selected. First Aid and CPR certification, or the ability to acquire within three months if selected. Willingness to obtain certifications in the areas of rock-climbing facilitation or climbing walls, fitness equipment (free weights, cardio and strength), and youth/teen centers. (Note: Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to completing six months of employment, any fees paid by the Town must be reimbursed to the Town by the employee.)

***Please refer to the Job Description for additional Required Minimum Qualifications.***

**HOW TO APPLY:** Applicants must complete an Employment Application to be considered for a Town job opening. Employment applications are available online at <https://www.wytheville.org/docs/general/employment-application.pdf>, or by visiting the Lobby of the Town Municipal Building at 150 E. Monroe St., Wytheville, VA. Please submit completed applications via email to: [human.resources@wytheville.org](mailto:human.resources@wytheville.org), in person, or by USPS mail to: Department of Human Resources, Town of Wytheville, P.O. Box 533, Wytheville, VA 24382.

**CLOSING DATE:** Position is posted open until filled. Review of applications begins immediately and will continue until the position is filled or the posting is cancelled.

**The Town of Wytheville is an Equal Opportunity Employer**

## POSITION DESCRIPTION

Class Title: Recreation Assistant – Fitness Desk  
Department: Parks and Recreation  
FLSA Designation: Non-Exempt  
Effective Date: 9/27/23

### POSITION SUMMARY

Recreation Assistants assist with the planning, coordinating and leading of recreational activities and programs in one or more assigned areas. Trains and/or leads participants in the assigned activity and applicable equipment use. Helps setting up and taking down of tables and chairs for programs and rentals, which may include specialty equipment. Assists with equipment distribution, proper equipment maintenance and inventorying. Participates in cross-training to serve as back-up staff for other recreational units as needed. Examples of assigned areas include but are not limited to the gymnasium, youth/teen center, climbing wall and/or fitness center.

**Specialty Focus:** The **Recreation Assistant – Fitness Desk** focuses on the supervision of the Fitness Area, offers orientation to new participants, wash towels, daily cleaning duties and assists the Fitness Coordinator in all daily operation or maintenance requirements within the fitness area. This position will focus on ensuring that all users are using the fitness equipment in a safe and responsible manner. This position will also be responsible for the set up and take down of multipurpose rooms for all private rentals and programming.

### SUPERVISION RECEIVED

Works under the direct supervision of the Fitness/Fit for Life Coordinator and the indirect supervision of the Assistant Director of Parks and Recreation as well as the Director of Parks and Recreation.

### SUPERVISION EXERCISED

N/A

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates and leads assigned recreational programs and serves as the primary contact person for program participants. Assists in promoting interest and providing information to the public regarding activities and programs for assigned area(s). Assists in supervision of classes, programs, workshops and activities for participants engaged in programs and co-sponsored programs. May assist upon request with promoting activities for Parks and Recreation at large. May coordinate activities for leagues.

Monitors participants' use of facilities and program areas and enforces recreation and safety rules and regulations, adhering to safety protocols at all times.

Assists with teaching and supervising handicrafts, games, athletics, and other recreation activities. Trains, motivates and evaluates participants. Issues written and

oral instructions to program participants as needed. Reviews outcomes and modifies programs to enhance success as deemed appropriate.

Provides input in the development of short- and long-range plans, works with other departments and agencies as assigned from supervisor.

Communicates official plans, policies, and procedures to the general public when leading programming.

Reports time off requests and schedule changes to supervisor in a timely manner to improve efficiency and effectiveness of operations when creating program schedule.

Maintains harmony among participants and resolves issues or communicates them to immediate supervisor or Department leadership if needed. Assists to resolve any issues and/or complaints, working collaboratively with leadership as may be necessary.

Prepares attendance, accident, and other reports.

Assists in coordinating staff and volunteers in the implementation of programs. Performs or assists co-workers in performing recreational-related duties.

Performs routine office tasks such as answering phone, typing correspondence, data entry, record keeping, filing, faxing, photocopying, running errands, and transporting supplies needed for activities.

Assists in responding to public inquiries about recreation programs made by telephone, written correspondence, in person and during public meetings in the absence of supervisor.

Inventories and properly maintains and stores all equipment, materials, and supplies.. Issues athletic and other equipment to participants for activities. Reports maintenance needs to supervisor in a timely manner.

Assists with setting up and taking down tables, chairs, sound equipment, bleachers, and other equipment needed, such as for classes and activities.

Prepares the program area and facility for opening in the morning and secure closing in the evening. Assists with cleaning the facility.

Performs other duties and tasks within the department during the non-program time..

## **PREFERRED MINIMUM QUALIFICATIONS**

Education and Experience: Attending High School or pursuing GED required. High school diploma or GED equivalent preferred. Preferred experience will include two

years of experience directly related to fitness or an equivalent combination of education and experience.

**Necessary Knowledge, Skills and Abilities:**

- (A) Ability to communicate effectively through written and verbal communication.
- (B) Ability to understand recreation philosophy, planning and administration.
- (C) Ability to use listed tools and equipment as directed by the supervisor.
- (D) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.

**Additional Requirements:** Valid state driver's license or the ability to acquire one within three months if selected. First Aid and CPR certification, or the ability to acquire within three months if selected. Willingness to obtain certifications in the areas of rock-climbing facilitation or climbing walls, fitness equipment (free weights, cardio and strength), and youth/teen centers. (Note: Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to completing six months of employment, any fees paid by the Town must be reimbursed to the Town by the employee.)

**REQUIRED QUALIFICATIONS:**

- (A) Possess a valid state driver's license or have the ability to acquire one.
- (B) Experience or certifications in the areas of fitness and fitness equipment.
- (C) CPR, First Aid, & AED Certification. If certification is not already in place, employee will be required to obtain within 3 month of hire date.

**TOOLS AND EQUIPMENT USED**

Computer, fitness equipment, climbing equipment, kitchen equipment, DVD/TV, calculator, copy machine, portable radio, automobile, telephone, cash register, digital camera, ID camera and laminator, etc.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Department Head

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: 9/27/23

Revision History: September 2013