**VACANCY ANNOUNCEMENT**

**Job Title:** Aquatics and Fitness Center Coordinator

**Open Date:** July 27, 2018

**Closing Date:**  August 20, 2018 at 11:59 p.m.

**Salary:** $46,959 annually

**Job Type:** Full-time with benefits

**Department:** Parks and Recreation – The Station at Central Park

**JOB SUMMARY**

To manage, direct and coordinate all activities of the fitness facility and aquatic center, including planning and overseeing fitness and wellness programming. Responsible for scheduling, training, and supervising aquatics and fitness staff. Incumbent will develop and maintain good relationships with citizens, and be responsible for establishing and maintaining cleanliness and safety practices and procedures.

**Education and Experience:**

* Preference will be given to candidates with a Bachelor’s degree in Recreation Management AND who have three years of experience supervising or managing a comprehensive aquatic facility.
* Preference will be given to candidates with experience in fitness class instruction, personal training, nutrition training, or fitness assessment is preferred.

**License(s) or Certificate(s):**

* Please see job description for licensing and certification information.

**Duties include but are not limited to:**

* Schedule, train, instruct, supervise and evaluate performance of aquatic and fitness staff.
* Plan, schedule, supervise, and perform aquatic/fitness facility maintenance; prepare equipment and supply repair inventories and cost estimates.
* Develop and oversee adult and youth health and wellness and special fitness events.
* Ensures proper operation of the aquatic center and maintenance of aquatic equipment and chemicals.
* Budget development and monitoring for aquatic center and fitness facility.

**ALL APPLICANTS MUST COMPLETE AN APPLICATION AND THE FITFIRST ASSESSMENT**

Application and additional information about this job can be found at <https://www.cityofmoore.com/jobs>.

To register for the FitFirst job assessment, go to: <https://COWIB.FitFirstJobs.com> and create an account, then complete the assessment. Your **JOB CODE** for this position is **COMFWD.**

**NOTE:** Your application will not be considered without a completed job assessment.

**NOTE:** Selected applicant must pass a background investigation and drug screen.

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