



MOORE COUNTY GOVERNMENT



Position Vacancy Announcement

FITNESS ROOM COORDINATOR - AGING

This Position is Full Time with Benefits

Vacancy Number
16-1052

Hiring Range
\$30,996 – \$35,025

Opening Date
April 11, 2016

Closing Date
OPEN UNTIL FILLED

Submit your completed County of Moore Application To:
Moore County
Human Resources
P.O. Box 905
Carthage, NC 28327
Phone: (910) 947-6362
Fax: (910) 947-2792
www.moorecountync.gov

Resumes are optional. Incomplete, unsigned, or any application other than a County of Moore application will not be forwarded to the hiring authority.

Applications received after the closeout date/time indicated will not be eligible for consideration.

Moore County Human Resources Office is not responsible for failure to receive faxed applications.

Please take a moment to ensure your transmission was received.

ESSENTIAL JOB DUTIES

This position is responsible for developing exercise programs appropriate to the needs of older adults and facilitate group exercise classes. Conducts fitness room orientation and advises participants on program procedures and policies. Manages Health Promotion/Disease Prevention grant and related Evidence-Based Programs. Cleans equipment, inspects and keeps equipment in good operating order and manages maintenance and repairs. Distributes handouts and/or program evaluations, if appropriate, and answers questions from participants; assists in performing follow-up and communication with participants as required. Ensures that safety and injury prevention policies and procedures are adhered to by participants; Expected to have a thorough understanding of Department of Aging services and able to communicate those services to someone in need. Performs related tasks as required.

KNOWLEDGE AND SKILL REQUIREMENTS

- Skill in the use of first aid procedures;
- Ability to prepare routine administrative paperwork ability to work independently;
- Knowledge of exercise principles and technology;
- Knowledge of the operation and maintenance of fitness equipment and facilities;
- Strong interpersonal and communication skills and the ability to work effectively with older adults from all socio-economic levels;
- Ability to read, understand, follow and enforce safety procedures including proper sanitation;
- Ability to establish and maintain effective working relationships with clients, associates and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

- High School diploma or equivalent;
- **AND**, Personal Trainer and group exercise certifications by a nationally recognized agency such as the American College of Sports Medicine Certification (ACSM), or the Aerobics and Fitness Association of America Certification (AFAA), or the American Council on Exercise Certification (ACE).
- **AND**, one (1) year of fitness work experience.

LICENSE AND CERTIFICATION REQUIREMENTS

- Must be able to obtain CPR/First Aid Certification within one (1) year of employment;
- Must possess and maintain a valid North Carolina Driver's License.

PHYSICAL REQUIREMENTS

This position involves extensive physical activity requiring periods of strenuous physical work; heavy lifting, pushing, or pulling required of objects over 50 pounds; operation of machines; determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

BENEFITS

- **Health Benefits** including medical, dental, prescription drug plan, flexible spending accounts;
- **Life Insurance, Retirement and Investment Plans** including membership in the NC Local Government Employees' Retirement System, NC 401(k);
- **Voluntary Insurance Programs** such as short-term disability, accident, cancer, etc.;
- **Holiday, Annual and Sick Leave** for eligible employees.

The County of Moore is a drug-free workplace and Equal Opportunity employer.

In compliance with the Immigration Reform and Control Act of 1986, Moore County will employ only those individuals who are U.S. citizens or legal aliens authorized to maintain employment in the United States.

All applicants tentatively selected for this position will be required to submit to a pre-employment background check, pre-employment drug test and post offer physical.

Moore County is an E-Verify Participant