



<b>Job Title:</b>	<b>Fitness Associate</b>	<b>Job Category:</b>	<b>Hourly- Non-Exempt</b>
<b>Location:</b>	<b>Bullock Community &amp; Recreation Center</b>	<b>Travel Required:</b>	<b>No</b>
<b>Position Type:</b>	<b>Part-time</b>		
<p><b>POSITION SUMMARY:</b> The Fitness Associate will implement an integrated 12-week program for fitness and nutrition to be implemented as a by-registration offering of the Dr. Michael and Catherine Bullock Community and Recreation Center of the Edmundite Missions. The program will be offered in 12-week blocks 3 times per year. The Fitness Associate Reports to the Director of the Bullock Center.</p> <p>This is a part-time position of approximately 8-10 hours per week.</p>			

## Responsibilities

### Program Implementation

- Develop a 12-week curriculum of classes taken 2-3 times per week that will improve the fitness and the nutrition of registrants. This program should include
  - Use of the Bullock Center fitness room and its equipment
  - Strength and conditioning classes
  - Education about how to remain fit after the program is over, as a life-long commitment and value
  - Education about the key elements of nutrition that contribute to creating and maintaining a fitness regime
  - Collaboration with the Bosco Nutrition Center cooking demonstration program to provide experiential learning in healthy cooking
- Recruit for program participation at the Bullock Center but also in other areas of Missions programming
- Identify external expert resources needed for any areas of the curriculum; work with the Director of the Bullock Center to engage such expertise
- Provide fitness training and education and nutrition education

### Administration

- Maintain accurate enrollment and attendance records in the Apricot performance database used by the Missions
- Conduct an evaluation at the end of every 12-week session, and use results to collaborate with the Director of the Bullock center on continuous quality improvement

- Ensure that all equipment and facilities used during fitness activities are returned to their pre-activity condition of neatness and cleanliness

#### Characteristics

- Unquestionable integrity and honesty
- Willing to learn; a team player
- Reliable and hardworking
- Appreciation of the Catholic Church, its teachings and traditions
- Personal compassion for and commitment to those in need and respect for all individuals irrespective of their personal circumstances
- Engaging personality and speaking style

#### Experience & Requirements

- At least five years working in areas of physical and nutrition fitness in sports, training or other settings
- Minimum Bachelor's degree, BA preferred in a related area of study
- Possess a valid driver's license
- Certification as a Group Physical Fitness Instructor or equivalent preferred
- Ability to bend, sit, use hand and fingers, and lift up to 50 pounds