

JOB POSTING

Position: Exercise & Movement Coordinator

Date of Posting: January 10, 2012

Work Area: Exercise & Movement

Position Summary:

The Church Health Center of Memphis (CHC), a not-for-profit organization; has an opening for a **fulltime Exercise & Movement Coordinator (EM Coor.)** in its Exercise & Movement Department. The primary responsibility of this position is to oversee/coordinate the activities of assigned areas (i.e. - Youth & Children, Group Exercise, and Assessments). The MP Coor works in conjunction with the E&M Manager to help develop, implement and coordinate the programs for the prospective areas. EM Coor oversees the Specialists and the Associates assigned to their area; and will have both primary and secondary responsibility for oversight of non-assigned areas.

Position pay falls in the range of high 20,000's to low 30,000's

Flexibility in shift availability is a must as the required schedule for this position is a mix of days, evenings, and Saturdays.

JOB DESCRIPTION

Essential Functions:

The position responsibilities comprise of the above mentioned tasks and can include:

Oversee the daily activities of Specialist & Associates to include:

- Scheduling, attendance, adherence to policy, and achievement of job responsibility
 - Work with E&M Manager to develop, implement, and coordinate programs for assigned areas
- Teach group exercise and movement classes, games, and activities with youth
- Provide member assessments
- Direct training of E&M Specialists and Associates
 - Has overall responsibility for E&M Area during scheduled times (generally evening or weekend shifts)
- Is cross-trained to oversee the non-assigned areas
 - Cross-train staff from other areas in order to provide services from the area assigned to Coordinator
- Develop and oversee exercise programs for special population

Education/Experience Requirements:

The qualified candidate should have:

- A Bachelor's Degree in Exercise Science (or closely related field)
- **Certification in Exercise with Special Populations from ACSM or ACE**
- CPR certified and trained in first aid
- **Three years** or more experience working in a health/wellness related field along with supervisory experience

Special Skills & Knowledge:

Candidate should possess the following skills/knowledge to expertly perform in this position:

- Exceptional interpersonal and communication skills
- Strong organization skills
- Proficient computer skills especially in both Word and Excel
- Good leadership and instructional skills
- Professional workplace maturity
- The ability to transition between both team player and leadership concepts with ease

APPLICATION INSTRUCTIONS

Send resume as an attachment to: paulsenc@churchhealthcenter.org

Please type: "EM Coor." in the subject line

Employment process includes a background screening

Phone calls to determine status of resume will not be accepted