



The Jamestown Parks and Recreation Department is committed to offering quality recreational opportunities and services to make the community the best place to live and play.

**Our Core Values:** Community, Excellence, Integrity, Accessible for all, Ongoing Improvement, and FUN!

**Job Title:** Wellness Programs Supervisor  
**Reports To:** Two Rivers Activity Center Facility Manager  
**Classification:** Supervisory I  
**Salary Range:** \$42,000- \$68,250 + Benefits  
**FLSA Status:** Full time Exempt Salary  
**Location:** Two Rivers Activity Center (TRAC), Jamestown, ND 58401

**Job Summary:** Under the general supervision of the TRAC Facility Manager the Wellness Programs Supervisor will provide the overall vision, direction, and development of TRAC Wellness programs. This individual will have direct involvement with guests by teaching, training, and leading programs when needed. The Wellness Programs Supervisor will directly oversee Group Exercise Instructors, Wellness Attendants and Personal Trainers.

**Essential Duties and Responsibilities:**

- Accountable for fostering a fitness environment that maximizes safety and leads to user satisfaction. Takes a “health and safety first” approach to all aspects of programming.
- Partners with the Facility Maintenance Supervisor to ensure a safe, efficient, attractive, and well-maintained facility including following emergency policies and procedures.
- Works in partnership with the Maintenance Department to assure fitness areas and equipment are operating within health and safety guidelines.
- Accountable for the recruitment, selection, development, and scheduling of the wellness and fitness staff and for ensuring that the employees work as a team in achieving the department and organizations goals. Holds regular and effective staff meetings.
- Develops methods for training wellness and fitness staff in accordance with national standards.
- Oversees coaching of guests in support of their desired behavior change. Regularly checks on guests’ progress in meeting personal and program goals.
- Answers questions from guests to support them in achieving their goals related to healthy living. Maintains working knowledge of wellness and trends to provide effective information and support to guests and staff.
- Ensures that wellness staff build effective, authentic relationships with members; helps members connect with each other and TRAC. Introduces new members to group exercise communities based on their health and well-being goals.
- Utilizes tools and information for the purpose of increasing guest knowledge of wellness as well as wellness programs provided through TRAC.
- May conduct post-enrollment interviews to understand new members’ definition of well-being, personal goals, cultural background, healthcare needs, diverse abilities and interests and develops plans to meet their individual needs.
- Coordinates the Water Exercise programming with the Aquatics Supervisor.
- Coordinates the Group Fitness programming.
- Oversees Personal Training.

- Provides direct involvement with the members by teaching, training, and leading group exercise when needed.
- Participates in the development of the annual business plan and oversees the financial targets for the Wellness Department.
- Maintains and implements Jamestown Parks and Recreation and TRAC policies and procedures and assures they are followed by staff and members.
- Submits billing requests accurately and timely; assures budget is maintained.
- Serves as the liaison to TRAC management team and other departments and staff within the district.
- Perform other duties as required or assigned which are reasonable within the scope of the duties of this job classification.
- Upholds JPRD values and works to fulfill the mission of the organization.

**Qualifications:**

**Education:**

- Bachelor's degree in Exercise Physiology, Exercise Science, Health and Fitness Administration, Health Promotion or related field.

**Experience:**

- Minimum two years' experience working in a similar facility preferred.
- Supervisory experience preferred.

**Working Conditions:**

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.

This position will require the attendance at regular team meetings, trainings and special planned events. Applicants should have a flexible schedule as shifts may include nights and/or weekends.

**Physical Requirements:**

While performing the duties of this job, this employee is frequently required to use fine motor skills to operate a computer, keyboard, and mouse and must sit, stand, walk and kneel. Must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

**Direct Reports:** This position is responsible for the direct supervision of;

- Wellness Attendants
- Elite Skill Clinician
- Group Fitness Instructor
- Personal Trainer



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**AAP/EEO Statement:**

Jamestown Parks and Recreation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Jamestown Parks and Recreation complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

<b>Approved by:</b>	<i>Board of Commissioners</i>
<b>Date approved:</b>	02/13/2017
<b>Reviewed:</b>	
<b>Date:</b>	12/28/2021,10/23/2023