



Job Title: Health/Fitness Specialist/ Ignite Coordinator	Department: Fitness Services	Supervisor: Manager of Fitness Services
Purpose of Job: This position is responsible for the delivery of personal fitness evaluation (PFE) services and health education information to help clients improve or maintain healthy lifestyle habits. Additionally, this person will coordinate all Ignite Peer Fitness Trainer programming.		

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides fitness testing including but not limited to body composition, flexibility, muscular strength and muscular endurance. Takes anthropometric measurements.
- Performs sub-max and maximal cardiorespiratory evaluations using a treadmill. Includes EKG and blood pressure readings and VO2 max calculations.
- Performs Functional Movement Screens (FMS), interprets results and provides corrective exercises.
- Provides fitness consultations. Creates exercise prescriptions and ensures delivery to appropriate department contact.
- Provides other services/duties: mask fittings, HRA account set-up, fitness data entry, educational presentations, equipment sanitization, meeting attendance and creation of fitness forms/handouts.
- Communicates with other PSM departments (i.e. clinical, marketing, etc). Assists with blood draw admin support.
- May be required to provide services at other office locations (i.e. Fishers).
- Coordinates Ignite Peer Fitness Trainer program (PFT) that includes:
 - Coordinate, research and load content into monthly branded e-mail
 - Coordinate 4-5 Continuing Education workshops
 - Establish and lead an in-house Ignite PFT committee
 - Serve as point of contact for inquiries from PFT's
 - Identify and pursue fire department membership into the Ignite program
- Performs other duties as required

Other Responsibilities:

- Participates in bi-weekly department meetings, individual meetings with Supervisor, and quarterly all-staff meetings
- Ongoing collaboration with Supervisor to assure best delivery of services

Qualifications:

- Bachelor's Degree in Exercise Science or related field required from a recognized college or university
- Three to 5 years of experience required in a related field
- BLS/CPR/First Aid required
- Advanced Cardiac Life Support (ACLS) strongly preferred
- ACSM Health Fitness Instructor and/or Exercise Specialist strongly preferred
- Ability to work autonomously with little direct supervision
- Exceptional interpersonal skills
- Ability to organize and effectively present ideas
- Ability to assimilate information from variety of sources, analyze, and recommend courses of action
- Ability to communicate effectively orally and in writing
- Exceptional organizational skills, and ability to handle a variety of tasks simultaneously
- Program development experience preferred

Knowledge, Skills, and Abilities:

- Knowledge of principles and practical skills in fitness testing
- Ability to communicate technical information effectively, both orally and in writing
- Ability to communicate well and assimilate and understand information in a manner consistent with essential job functions
- Ability to operate assigned equipment
- Ability to make sound decisions in a manner consistent with the essential job functions
- Requires knowledge of state and national regulatory agency guidelines.
- Requires knowledge of state and federal laws relative to assigned area.
- Requires ability to promote teamwork and build effective relationships.
- Requires ability to meet objectives.
- Requires a high level of interpersonal; problem-solving and analytical skills.

Working Conditions:

- Work environment involves slight physical risks that require following basic safety precautions (wearing gloves, safety glasses, etc.) and OSHA guidelines.

Equipment Used:

Equipment with relatively simple operating procedures:

- Fitness Equipment
- Standard office equipment (personal computer, fax, copier, telephone)

Physical Efforts:

Routinely involves sitting and standing (70%). Occasionally involves bending/stooping, occasionally involves moving (pushing/pulling) equipment weighing 200 lbs or 600+ lbs. (5%)lifting over 10lbs, carrying over 10 lbs. (20%). Rarely involves crawling/kneeling, climbing, (5%).

Visual Efforts:

Routinely involves reading documents for analytical purposes, a high degree of accuracy and general understanding. Occasionally involves driving.

This Job Description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees shall be required to follow any other job-related instructions and perform any other job-related duties as requested by the Supervisor.

Employee Signature

Date

Manager Signature

Date

VP of HR Signature

Date of Revision