



City of Suffolk Fitness Specialist

SALARY	\$47,110.00 - \$74,103.00 Annually	LOCATION	Bennett's Creek Recreation Center, VA
JOB TYPE	Full Time	JOB NUMBER	4506
DEPARTMENT	PARKS&REC-RECREATION	OPENING DATE	05/21/2026
CLOSING DATE	6/4/2026 11:59 PM Eastern		

Description

Under general direction, performs supervisory work involving planning and coordinating of fitness programs at the Recreation Centers. Work involves planning and implementing fitness programs, scheduling and coordinating activities, supervising participants in the fitness center, ensure safe work out practices are utilized by participants, provide orientations to fitness equipment, training staff on safe working out practices and giving fitness equipment orientations, recording and depositing revenues, administering budget, preparing statistical reports, and supervising division personnel. Reports to the Recreation or Athletic Supervisor.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Essential Job Functions

- Conducts fitness equipment orientations and supervision of participants to ensure safe work out practices are adhered to.
- Trains staff on safe work out practices and the delivery of fitness equipment orientation to participants.
- Prepares and distributes statistical reports on facility usage.
- Records revenue for the facility and processes deposits while administering the budget for the facility.
- Plans and implements fitness programs in the Recreation Centers.
- Inspects equipment and makes recommendations on new equipment acquisitions.
- Cleans equipment and performs routine maintenance.
- Performs other related duties as are assigned.

Required Qualifications

Bachelor of Science degree in Exercise Science, Sports Medicine or a related field and a Fitness Trainer certifications from ACSM, AEA, NSCA, or IFPA obtained within 6 months of employment and 2 years of relevant experience in the fitness industry;

Supplemental Information

- Knowledge of the fitness and recreation functions as applied to City government. Knowledge of fitness operations and government operations, activities and functions.
- Knowledge of modern practices and principles of accounting and budgeting as applied to municipal government.
- Knowledge of the principles of supervision, organization and administration.
- Ability to make administrative decisions independently and in accordance with established laws, regulations and City policies and procedures.
- Ability to exercise considerate judgment in analyzing and applying standards to a variety of situations.
- Ability to analyze complex organizational and administrative problems and to formulate, develop and present recommendations for their solution.
- Ability to exercise tact, courtesy, firmness and fairness in contact with department heads, City Council, employees and the general public, and in the application of regulations and guidelines.
- Ability to make effective oral and written presentations before large groups of people.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants, and receiving instructions, assignments or directions from superiors.

- Ability to read a variety of reports, correspondence, charts, forms, permits, etc. Requires the ability to prepare correspondence, reports, forms, permits, etc., using prescribed formats. Requires the ability to speak before groups of people with poise, voice control and confidence.
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including emergency response codes, and fire, medical and legal terminology.
- Ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra and geometry.
- Ability to inspect items for proper length, width and shape.
- Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.
- Quality of Work
- Quantity of Work
- Dependability
- Attendance
- Initiative and Enthusiasm
- Judgment
- Cooperation
- Relationships
- Coordination of Work
- Safety
- Planning
- Organizing
- Staffing
- Leading
- Controlling
- Delegating
- Decision Making
- Creativity
- Human Relations
- Policy Implementation
- Policy Formulation
- Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Requires the ability to coordinate hands and eyes in using job-related equipment. Requires the ability to handle a variety of items, job-related equipment, control knobs, switches, etc. Must have accurate levels of eye/hand/foot coordination. May require the ability to differentiate colors and shades of color. Requires the ability to talk and/or hear.

Employer

City of Suffolk

Address

442 W. Washington Street, Suite 1044

Suffolk, Virginia, 23434

Phone

7575144110

Website

<http://www.suffolkva.us>

Fitness Specialist Supplemental Questionnaire

QUESTION 1

Do you have a valid drivers license?

- Yes
- No

QUESTION 2

Do you have a Bachelor's Degree or higher in Exercise Science, Sports Medicine, or a closely related field?

- Yes
- No

QUESTION 3

Indicate your current CPR/First Aid/AED certification:

- CPR
- First Aid
- AED
- None
- All of the above

QUESTION 4

Are you available to work some weekends?

- Yes
- No

QUESTION 5

Are you available to work some holidays?

- Yes
- No

QUESTION 6

Are you available to work some evenings?

- Yes
- No

QUESTION 7

Do you have a current Personal Trainer certification from ASCM, NASM, NSCA, NETA or other accredited program?

- Yes
- No

* Required Question