

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

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| JOB TITLE | CONTRACT REFERENCE |
| Weight Room Coordinator | FEA Master Agreement |

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|--------------------------------------|---------------------|
| TITLE OF IMMEDIATE SUPERVISOR | VERSION DATE |
| Activities Administrator | January 2016 |

JOB SUMMARY

To lead the summer strength and conditioning program under the philosophy provided by the activities administrator

TASK NO.

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| The essential functions of this job include, but are not limited to, the following fundamental job duties: | |
| 1. | Coordinate staff to effectively run the program. |
| 2. | Develop and write programs and curriculum that meet the goals of the overall program philosophy. |
| 3. | Assist in the hiring of staff with the activities administrator as directed. |
| 4. | Seek input from coaches on the Fridley High School staff to ensure that all athletes' strength and conditioning needs are met. |
| 5. | Maintain and promote up to date techniques, strategies, and practices within the program. |
| 6. | Promote the program and direct the sign-up process at both the high school and the middle school. |
| 7. | Ensure that the program is incentive based and rewards and honors students for their effort throughout the summer. |
| 8. | Maintain a schedule that is inclusive, flexible to individual needs, age /developmentally appropriate, gender sensitive and safe. |
| 9. | Maintain written records of attendance and progress throughout the program. |
| 10. | Ensure academic as well as athletic and fitness integrity in the program. |
| 11. | Include written job descriptions for staff with an organized component of review and reflection on each. |
| 12. | Obtain program feedback as part of the season end duties from both staff and students. |
| 13. | Maintain a safe, clean and professional environment in all the facilities used by the program. |

JOB TITLE

Weight Room Coordinator

CONTRACT REFERENCE

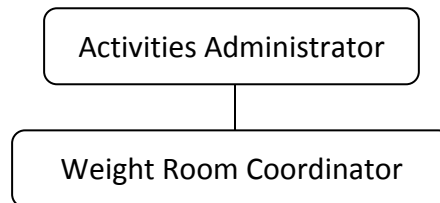
FEA Master Agreement

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| 14. | Other duties as assigned. |
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QUALIFICATIONS (Specific training or job experience required before appointment)

- Strength and conditioning background preferred.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 60 pounds, occasionally being required to lift and/or move up to 80 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

NON EXEMPT

Not to exceed 40 hours per week.