

PARKS & RECREATION HEALTH AND WELLNESS SUPERVISOR
Pulaski County

Department: Parks & Recreation

Supervision Exercised: Provide supervision and coordination of both County employed personal trainers and approved private trainers offering services within Pulaski County facilities

Supervision Received: Assistant Director of Parks & Recreation

Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Full-Time

REQUIRED TESTING/SCREENING & CERTIFICATIONS: Drug & Alcohol Testing, Background Screening & Driving Record. Must have a valid driver's permit. Adult and Pediatric CPR and First Aid Certifications required or must secure within first 90 days of employment. Personal Trainer certification required or must secure within first 90 days of employment.

Essential Employee: No

Work Hours: Flexible work schedule with availability to work evenings and/or weekends in accordance with business needs during certain times of the year as dictated by a specific sport. Eight-hour days are required but schedule allows for flexibility throughout a seven-day work week depending on the time of year. Certain times of year may require work beyond a forty-hour work week.

ESSENTIAL FUNCTIONS: This position is responsible for the creation, coordination, and implementation of Pulaski County health and wellness programming providing a full scope of services to county employees, residents, businesses, and other stakeholders in both the county's indoor and outdoor recreational facilities. This position must plan, implement, and manage programs that boost physical, mental, and emotional well-being, focusing on education, engagement, and data-driven evaluation; this includes organizing workshops, coordinating screenings, promoting healthy lifestyles, tracking progress, and fostering a supportive health culture.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is

required. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

RESPONSIBILITIES:

- Develop, implement, and evaluate comprehensive health and wellness programming for all ages and abilities through Pulaski County Club offerings, recurring fitness classes, and large-scale community events (e.g., 5Ks, triathlons).
- Oversee Pulaski County Sportsplex health and wellness operations, including cardio and weight areas, senior fitness zones, and personal training services
- Provide supervision and coordination of both County employed personal trainers and approved private trainers offering services within Pulaski County facilities
- Recommend, procure, and manage health and wellness equipment, ensuring proper maintenance, safety, and sanitation.
- Establish and enforce facility rules, safety standards, and member policies while ensuring quality customer service and member experiences.
- Lead specialized programming for Pulaski County employees, Recovery Court participants, emergency personnel, and athletic performance training.
- Partner with Pulaski County Human Resources to administer employee wellness funding and initiatives.
- Coordinate community outreach, health fairs, and partnerships with healthcare providers and local organizations to promote wellness initiatives.
- Track participation, performance metrics, and community feedback to inform new program development and budget planning.
- Stay current with industry trends, technology, and best practices in fitness and wellness.
- Maintain a flexible schedule, including evenings and weekends, with work performed across multiple Pulaski County sites (not a remote position).

KNOWLEDGE, SKILLS, AND ABILITIES:

- Deep understanding of health principles, program planning, data analysis, communication to develop, implement and manage effective wellness initiatives
- Knowledge of integrated health models, disease prevention, fitness, nutrition, mental health and stress management
- Knowledge of health assessments, program effectiveness measurement and tracking participation/outcomes
- Project management skills to organize events, coordinate activities and manage timelines
- Coaching and educational skills to provide guidance, facilitate workshops and educate on healthy food and wellness choices
- Problem solving skills, ability to work independently and leadership skills required to motivate individuals and lead teams
- Ability to work cordially and professionally with staff members and the general public
- Ability to be professional, alert, courteous, and tactful with others
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame

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- Knowledge of general emergency and safety procedures
- Possess a strong set of organizational skills

ADA REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. The position also requires frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses. This job operates in a professional capacity at all times. Work is performed under various conditions (cold, heat, rain, etc.).

EDUCATION AND EXPERIENCE:

- A Bachelor's Degree in Exercise Science, Parks and Recreation, Kinesiology, or a related field is required
- Must have previous health and wellness related working experience
- Must have experience working with the general public
- Previous Parks and Recreation professional experience strongly preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

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Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date