

OFFICIAL AMENDED POSTING
CATSKILL CENTRAL SCHOOL DISTRICT
Central Administration
Catskill, New York 12414

AMENDED Posting Date: April 16, 2021

This official posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.

**ANNOUNCING THE FOLLOWING AMENDED
ANTICIPATED EMPLOYMENT OPPORTUNITIES
FOR 2021 - 2022**

Position: Anticipated Fitness Center Coordinator
Assignment: Catskill High School
Qualifications: High School Diploma or equivalent and fingerprint clearance
Effective: September 1, 2021
Salary: \$15.00/hr
Hours: 5.5 hours / day
Deadline: May 14, 2021

DISTINGUISHING FEATURES OF THE CLASS: This is a position that exists in a school district. The incumbent in this position is responsible for overseeing the general use, operation and maintenance of the school fitness center and equipment. The work is performed under the general supervision of the School Superintendent or other higher-level administrative position, with leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) The typical work activities listed below are illustrative only and, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Responsible for overseeing and the control of the number of individuals and safety in the Fitness Center;

Responsible for the operation, security and maintenance of the Fitness Center and all related equipment;

Leads and participates in setting up and removing fitness equipment for physical education classes, athletic events and practices;

Oversees the use of the fitness equipment;

Establishes and coordinates a cleaning and maintenance schedule for the fitness equipment;

Oversees and participates in the repair of the fitness equipment;

Maintains a current inventory of the fitness equipment and supplies;

Trains and oversees the activities of the students who use the Fitness Center;

Schedules the use of and prepares the Fitness Center for student use;

Participates in scheduling of Fitness Center related activities;

Participates in the budget process for equipment, programs and improvement of facilities and equipment;

Responsible for conducting periodic inspections of equipment to insure that it is safe for use.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of fitness equipment and facilities including the appropriate use, repair and maintenance; good knowledge in the development and maintenance of fitness equipment; ability to lead and coordinate the work of others; ability to oversee a wide range and number of activities; ability to engage and work together with students and staff for effective physical education and nutritional programs; ability to accommodate the master schedule to fit program needs; courtesy, tact and initiative.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with pre-adolescent and adolescent aged students in a coaching, intramural or interscholastic capacity dealing with athletics and/or fitness programs.

SPECIAL REQUIREMENTS:

1. Possession of a Coaching Certificate
2. Possession of a valid Cardiopulmonary Resuscitation (CPR) card
3. Possession of a First Aid Certificate
4. Possession of an Automated External Defibrillator (AED) Certificate
5. Knowledge of Nutritional programs is helpful, however, is not necessary

This is a Civil Service Position pending Non-Competitive status.

Please submit a letter of interest (and completed CCSD Employment application if you are not a District Employee) to:

Dr. Ronel Cook
343 West Main Street
Catskill, NY 12414
518-943-7116 Fax
mfavicch@catskillcsd.org

The Catskill Central School District is an equal opportunity employer and offers employment and educational opportunities without regard to race, color, national origin, creed, religion, marital status, sex, age disability, sexual orientation, genetic information or any other characteristic prohibited by NYS or Federal Law. Employees who will reasonably be expected by such covered school to provide services which involve direct contact, meaning in person, face-to-face communication or interaction, with students under the age of 21.

