

TITLE: Fitness Program Coordinator
REPORTS TO: Program Director
JOB TYPE: Part Time
HOURLY RATE: \$16.00/hour

POSITION DESCRIPTION: The Fitness Program Coordinator will coordinate Friends of Lafitte Greenway's free outdoor community fitness classes on the Lafitte Greenway, including managing fitness instructors, scheduling classes, promoting classes within the community, and attending classes. We offer free weekly Yoga (summer), Hip Hop Kickboxing (fall and spring), and Zumba (fall and spring) classes to connect Greenway neighbors to health, the Greenway, and each other. More information is at lafittegreenway.org/getfit.

SCHEDULE


- **Summer** (*Hire date through August 26, 2019*) - 6 hours/week
 - Mondays 5pm-8pm - Yoga Program
 - Additional 3 hours weekly, flexible schedule - Outreach & Coordination
- **Fall** (*September 3, 2019 - October 25, 2019*) - 10 hours/week
 - Tuesdays 5pm-8pm - Zumba Program
 - Thursdays 5pm-8pm - Kickboxing Program
 - Additional 4 hours weekly, flexible schedule - Outreach & Coordination

ESSENTIAL JOB DUTIES & FUNCTIONS:

- *Program Coordination*
 - Be the face of Friends of Lafitte Greenway at fitness classes by welcoming participants, ensuring all participants sign in, and giving introductory and closing remarks at each fitness class. Set up and break down class equipment on the Greenway before and after class.
 - Coordinate with partners: manage fitness instructors, coordinate with NORD and other partners for program support
 - Support planning and coordination of community-building activities at fitness classes
- *Program Sustainability*
 - Ensure participants complete a post-class survey
 - Complete data entry following each class, and support data analysis.
 - Document classes with photography.
- *Marketing & Outreach*
 - Prepare email announcements and social media posts
 - Draft and distribute press releases
 - Distribute program flyers to area homes and businesses, and conduct word-of-mouth outreach to residents and trail users
 - Create and distribute content for social media and email marketing

REQUIRED QUALIFICATIONS

- Energetic & passionate about the Lafitte Greenway

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- Strong communication skills; a people person
 - Reliable & punctual
 - Ability to lift 50 lb pop-up tent
 - Personal Phone
 - Flexible schedule, and availability on evenings and weekends, especially the following already scheduled series: Mondays, June 25 - August 19; 5pm-8pm

PREFERRED QUALIFICATIONS:

- Access to personal transportation
- Customer service experience
- Community roots in the neighborhoods surrounding the Lafitte Greenway

EQUAL OPPORTUNITY EMPLOYMENT

Friends of Lafitte Greenway is an equal opportunity employer. Friends will not be discriminate against any applicant on a basis of race, sex, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, gender identity, creed, culture, or ancestry, during the application process or during employment.

TO APPLY

Send a résumé and cover letter to Nellie Catzen at nellie@lafittegreenway.org by June 26th, 2019