

## **HELP WANTED**

### **WELLNESS CENTER DIRECTOR**

The City of Darlington is accepting applications from interested persons to fill the position of Wellness Center Director. Position duties include but are not limited to overseeing the Wellness Center operations, maintaining records of current members, member orientation, teaching morning and evening fitness classes, maintaining equipment, preparing and monitoring yearly budgets, attending monthly Park and Recreation meetings, and cooperating/coordinating with city department heads and employees. Strong communication and computer skills are required. This is a full-time position. Applicant must have a valid driver's license and transportation to attend training. Qualified candidates will maintain a professional attitude and appearance. Wages are negotiable, based on qualifications and experience. The City of Darlington offers a benefits package including participation in the Wisconsin Retirement System, Employee Trust Funds health insurance program, vision and dental insurance, life insurance, and vacation and sick leave. For further information, application form, detailed job description, and benefits summary, please contact Amy Johnson, Clerk-Treasurer, City of Darlington, at (608) 776-4972. This same information can be found on the City's website: [www.darlingtonwi.org](http://www.darlingtonwi.org).

Application form and resume shall be submitted to: Finance and Personnel Committee c/o Mike McDermott, Mayor, 627 Main St., P.O. Box 207, Darlington, WI 53530. The application deadline is Friday, May 23, 2025, at 4:00 PM.

Publish May 15<sup>th</sup> and May 22<sup>nd</sup>.

## **Duties of the Wellness Center Director**

### **1. Supervisory Duties**

- a. Supervise the facility during regular weekday work hours. Ensure members use the facility safely and be aware of any previous medical problems.
- b. Monitor the wellness center to see that only current members and paid guests are using the facilities. If non-members without guest passes are using the facility, ask them to leave, and discipline members who have allowed them in.
- c. Close the facility at night, check in periodically, and respond in case of an emergency call.
- d. Respond appropriately in case of medical emergency. Use guidelines set forth by CPR/First Aid training.

### **2. Instructional Duties**

- a. Provide equipment orientations to all members who desire one. Make sure members are knowledgeable about how to use fitness equipment safely.
- b. Answer any questions that members have about equipment, fitness workouts, and fitness goals. Provide specialized fitness programs if the member desires to do so.
- c. Develop and teach fitness classes or programs that members would be interested in. If the director is unable to teach specialized classes, find a certified instructor to do so.
- d. Flexibility to teach morning and evening classes is mandatory.
- e. Some weekends may be necessary.
- f. Monitor member progression and suggest changes in exercise programs when needed.
- g. If a member is referred to the facility by a doctor or physical therapist, use the guidelines set forth by the medical professional to develop the program and progress.

### **3. Administrative / Financial Duties**

- a. Keep an up-to-date listing of membership renewal dates. Send out letters to notify members when their payment is due.
- b. Give tours to prospective members: design membership contracts and membership brochures. Sign up members and give orientations to the facility. Answer membership questions and design policy changes.
- c. Work with the City clerk's office to track when payments are paid and authorize keycards for new members. Delete keycards from the system when members do not renew.
- d. Make supply and equipment purchases when needed, getting authorization from the Park and Recreation committee and the City Council when needed.
- e. Attend and report to the Park and Recreation committee meetings and city council meetings whenever the wellness center business is on the agenda.
- f. Take disciplinary action against a member who disobeys the rules. Make sure that the rules are clear and provided to all members.
- g. Promote wellness center through newspaper ads, fliers, and brochures. Speak at meetings for

various civic groups. Give promotional items to members for achievements and referrals.

- h. Prepare and submit Wellness Center budget to the Park and Recreation committee and the City Council for approval.

#### **4. Equipment Maintenance**

- a. Check that all equipment is always functioning correctly. Keep a maintenance schedule for all the different machines.
- b. Whenever possible, clean machines and the workout area. Do other maintenance tasks that specific machines require.
- c. Fix any fixable problems. If needed, replace equipment that is not working or has become dangerous.
- d. Provide towels and cleaning solutions to the members so they can clean off the machines after usage.

## **FRINGE BENEFITS OFFERED TO FULL-TIME CITY OF DARLINGTON EMPLOYEES**

1. Single or family health insurance plan with dental and vision through the State of Wisconsin, Department of Employee Trust Fund. Plan selection is up to the employee. The City portion of the premium is calculated by a formula calculated by the Department of Employee Trust Funds, with the employee paying the remaining portion of the premium.
2. The City offers supplemental dental insurance through the State of Wisconsin. The City pays the additional premium.
3. The City offers an employee the option to participate in two types of employee-funded Flex Spending Accounts: Health FSA and Dependent Care FSA.
4. The City pays the full cost of life insurance at 1X your annual salary. An employee has the option to obtain additional life insurance, up to 3X their annual salary, at their expense.
5. City employees are enrolled in the Wisconsin Retirement System. The City pays the employer's share of the cost of this benefit. The employee pays the employee's share of the cost of this benefit.
6. Vacation days are earned according to the following schedule:
  - a. One week after the completion of one year of continuous service.
  - b. Two weeks after the completion of two years of continuous service.
  - c. Three weeks after the completion of ten years of continuous service.
  - d. Four weeks after the completion of twenty years of continuous service.
7. Three personal days are available to employees per year.
8. Sick days accrue at the rate of one day per month, up to a maximum of 110 days.
9. The following named 8 1/2 holidays shall be paid at the same hourly rate.

a. New Year's Day	f. Memorial Day
b. Independence Day	g. Labor Day
c. Veteran's Day	h. Thanksgiving Day
d. Christmas Day	i. Christmas Eve Afternoon
e. New Year's Eve Afternoon	j. Good Friday Afternoon
10. Plus two of the three following holidays:

a. Good Friday morning	c. Christmas Eve morning
b. New Year's Eve morning	
11. Funeral and jury duty leave are also available, according to the terms of the personnel policy handbook.
12. The first six months of your employment is a probationary period for you and the employer.