



## City of Ames Wellness Program Manager

|                               |  |                        |                           |
|-------------------------------|--|------------------------|---------------------------|
| <b>SALARY</b>                 | \$32.90 - \$47.50 Hourly<br>\$68,423.47 - \$98,808.74 Annually | <b>LOCATION</b>        | 50010, IA                 |
| <b>JOB TYPE</b>               | Full-Time  | <b>JOB NUMBER</b>      | 25-3208-01                |
| <b>DEPARTMENT</b>             | Parks and Recreation   | <b>DIVISION</b>        | Recreation                |
| <b>OPENING DATE</b>           | 01/27/2026   | <b>CLOSING DATE</b>    | 2/10/2026 5:00 PM Central |
| <b>FLSA</b>                   | Exempt   | <b>BARGAINING UNIT</b> | MERIT                     |
| <b>RESIDENCY REQUIREMENT?</b> | No   |                        |                           |

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Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the direction of the Recreation Superintendent, develops, delivers, and implements a variety of community wellness and fitness programs and classes for people of all ages and abilities; provides on-site supervision or instruction; assists with the operations and equipment of various Park and Recreation Department facilities as assigned.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that

submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

**Compensation Philosophy:**

The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is \$83,616.

**Benefits:** Our comprehensive benefits package can be viewed at: [Benefits](#).

**Public Service Loan Forgiveness (PSLF) Program:** The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: [PSLF](#).

## Examples of Essential Job Functions

Assists Recreation Superintendent in delivery of recreation programs, services, and facilities. Implements and/or coordinates wellness and recreation programs; evaluate programs through participant and employee evaluations; manage program partnerships. Hires, trains, schedules, and provides work direction to part-time and temporary staff and volunteers; serves as primary communicator between staff in the field, program participants, facility users and the Recreation Superintendent; responsible for being on-site during programs and making on-site decisions as necessary; acts in the absence of part-time and temporary Recreation staff; leads and instructs classes and programs, as needed; greets public; handles concerns; answers questions; anticipates services needed and makes needed arrangements for services; communicates rules of conduct. Follows and recommends policies, procedures, standards for programs, safety, and fiscal control. Assists with inventory control; purchases supplies and inventory; monitors revenues and expenditures within assigned budget; recommends budget items; plan and coordinate programs to meet budget goals; performs housekeeping, routine maintenance and program support; participates in cross-functional groups; prepares and disseminates promotional materials; maintains necessary records and submits required reports; responds to calls of an emergency nature after hours.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Other Job Functions: May lead, instruct activities as requested; performs related work to support the organization; monitors general condition of facility and equipment and responds to any defects or damages.

## Qualifications

Education and Experience: Bachelor's degree in exercise science, physical education, recreation or a related area and one year of experience in conducting or supervising fitness/wellness programs.

Licenses and Certificates: National Group Fitness Certification preferred (ACE, AFAA, ACSM, NSCA). Red Cross CPR/First Aid certification or ability to obtain upon hire.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: Considerable knowledge of methods, techniques, equipment, philosophy and objectives of a variety of wellness and recreation programs designed to meet the needs of various age groups; considerable knowledge of the marketing and promotion of wellness activities; customer service; knowledge of CPR, first-aid, exercise physiology, diet and nutrition, and the safety precautions required in wellness programming; knowledge of the practices and principles of effective management.

Skill in selecting, training, supervising, evaluating, and disciplining subordinate staff; skill in leading and instructing wellness program participants; skill in establishing policies and procedures; skill in maintaining records and preparing reports.

Ability to plan, organize and schedule facilities and personnel; ability to establish and maintain effective working relationships with superiors, subordinates, coworkers, other City employees, the public, and members of other organizations and agencies; ability to identify, organize and implement wellness and recreation programs; ability to monitor and make budgetary recommendations.

Ability to understand, appreciate and embody the City of Ames Core Values; ability to maintain an exceptional level of safety; ability to maintain a professional appearance at all times; ability to maintain a professional demeanor (calm and courteous) at all times while on site; ability to motivate people and work well with other staff members.

## Supplemental Information

Required Physical Activities: Climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing. Participation and leading instruction in a variety of fitness classes. Ability to demonstrate movements.

Physical Characteristics of Work: Medium work requiring exertion up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Ability to effectively provide instruction to classes and demonstrate movements as needed.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

Environmental Conditions: The work is performed inside or outside and includes being exposed to noise.

Equipment Essential to the Job: Fitness equipment, recreation software, technology (computer, audiovisual equipment).

**Veteran's Preference Points:** The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5294)

prior to the close date of the posting in order to receive Veteran's Preference Points.

**Selection Process:** The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

Depending on the number of qualified candidates, the City may forego phone interviews.

#### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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#### **Employer**

City of Ames

#### **Address**

515 Clark Ave

Ames, Iowa, 50010

#### **Phone**

515-239-5199

#### **Website**

<http://www.cityofames.org/jobs>

### **Wellness Program Manager Supplemental Questionnaire**

#### **\*QUESTION 1**

Please describe your experience, role, and responsibilities in managing, developing, and instructing fitness/wellness programs.

**\*QUESTION 2**

Please describe your supervisory experience.

**\*QUESTION 3**

Please list any certifications you currently hold that are applicable to the Wellness Program Manager position.

**\*QUESTION 4**

Why do you want to work for the City of Ames Parks and Recreation Department?

\* Required Question