



UNIVERSITY OF GEORGIA

Recreational Sports *Student Affairs*

Position Description

Working Title: Coordinator for Fitness & Wellness

Overview:

This position is an integral part of the Recreational Sports Fitness & Wellness Program and reports directly to the Assistant Director for Fitness & Wellness. The primary responsibility of this position is to manage the day-to-day operations of the fitness and wellness program. Key responsibilities of the position include but are not limited to: managing the personal training program (personal trainers and personal training program assistants), coordinating campus outreach programs, campus well-being efforts, and assisting the Assistant Director for Fitness & Wellness with the management of the group fitness program (this consists of hiring, training, scheduling, leading, and evaluating student and non-student group fitness instructors, group fitness program assistants, fitness monitors, and fitness monitor program assistants) and wellness coaching program (wellness coaches).

Responsibilities:

Program and Policy Management:

- Work closely and communicate with the Assistant Director for Fitness & Wellness to deliver excellent and innovative programs that touch the lives of the University Community.
- Regularly participate in, substitute, and evaluate fitness classes.
- Coordinate campus outreach programming.
- Assess and evaluate the personal training program each semester for participation levels, program participant interests, learning and development objectives.
- Develop recommendations and implement new classes, programs, and activities based on industry trends and the assessment of current programs.
- Assist in providing the University community with a consistent and balanced group fitness schedule, which operates year-round.
- Assist in hosting certification/continuing education opportunities for the University community.
- Collaborate with the marketing team to create promotional and marketing material including social media and electronic listserv for the campus community.
- Assist in teaching NASM Personal Trainer and AFAA Group Fitness Instructor prep courses.

Personnel Management:

- Recruit, hire, train, supervise, mentor, and evaluate a team of fitness and wellness staff.
- Act as a leader and role model for the Fitness and Wellness team.
- Regularly review and maintain staff payroll and timecards and approve in a timely manner.
- Organize and lead monthly meetings and in-service trainings that engage Fitness & Wellness employees and include continuing education opportunities.
- Maintain and update staff personnel files to ensure team is up to date on certifications and EAP procedures.

Fiscal Management:

- Assist in the oversight of an annual program budget of over \$200,000.
- Critically evaluate industry trends, assess programmatic changes, and equipment needs based on patron usage.
- Make programmatic decisions based on financial analysis and assist with payroll and equipment purchases.

Strategic Management and Planning:

- Work as an integral member of the Recreational Sports staff in pursuing the departmental vision of providing the best possible recreational learning opportunities every day through excellent facilities, programs, services, and experiences.

Educational Requirements:

- A minimum of a bachelor's degree in Exercise Science, Sport Management, Health Promotion, Recreation or a related field from an accredited college or university is required and two years administrative experience in a recreational setting (graduate assistantship experience considered).
- Must possess a current nationally recognized group fitness certification (e.g., AFAA, ACE, ACSM) and/or nationally recognized personal training certification (e.g., NASM, ACE, ACSM, NSCA)
- Experience with personal training and teaching several group fitness class formats.
- Current CPR/AED/First Aid certification.
- Individual must hold or be eligible for a valid Georgia Driver's License.

Qualifications:

- Excellent knowledge of personal training programming and management.
- Proven ability to teach group fitness classes.
- Excellent communication and customer relation skills.
- Evidence of training staff in student learning and development.
- Direct campus programming or event management experience.
- Proven ability in developing effective working relationships with university students, faculty, staff, alumni, administrators and the community.
- Dynamic and innovative leadership in recreational sports with the ability to work successfully individually and as a member of the Rec Sports and Fitness & Wellness team.
- Evidence of supervisory experience.
- Experience in fiscal management, assessment, and evaluations.

Preferred Qualifications:

- Master's degree in Exercise Science, Sport Management, Health Promotion, Recreation, or related field.
- American Red Cross CPR/AED for the Professional Rescuer and First Aid certified (or ability to obtain in 30 days from start date).
- Both a nationally recognized group fitness certification (e.g., AFAA, ACE, ACSM) and a nationally recognized personal training certification (e.g., NASM, ACE, ACSM, NSCA). AFAA/NASM preferred.
- Health & Wellness Coach certification.
- Experience working with Fusion and Adobe Suite software.
- NIRSA Member and involvement.