UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Campus Recreation/Fitness & Wellness Programs

DIVISION: Student Affairs (Recreation)

REPORTS TO: Assistant Director, Athletics/Recreational Services and Facilities

GRADE: 10

SUPERVISES: Graduate Assistant and other part-time support staff

BASIC FUNCTION:

Oversee and administer all aspects of the fitness/wellness program for the University's Recreation program. Components of this program includes administrating all aspects of aerobic/physical conditioning group fitness classes; personal fitness assessments; oversee of the entire operation of the Mackal Fitness Center; planning workshops, clinics and special events for the URI Community which brings attention to health and fitness issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer all aspects of the aerobic/physical conditioning Group fitness program to include: recruiting, hiring (interviewing and auditioning), teaching, training, scheduling, supervising, and evaluating aerobics instructors; verify that instructors are currently certified in CPR/First-Aid; insure that all instructors emphasize safety techniques in all classes; scheduling of facilities; prepare updates and implement program policies and procedures; program evaluation and instruct classes when needed.

Develop and administer a personal fitness/assessment program including: conducting participant assessments; prepare, update and implement program policies and procedures; teach student and Mackal members; and develop participant handouts and informational guides.

Coordinate all aspects of the Mackal Fitness Center to include: recruiting, hiring, orienting and training, scheduling, supervising and evaluating support staff; conduct staff meetings, develop and implement an ongoing cleaning/maintenance inventory program of all fitness equipment.
Coordinator, Campus Recreation/Fitness & Wellness Programs (PSA) (0343)

Procure new equipment and other resource materials; work collaboratively and cooperatively with university community to offer comprehensive fitness/wellness programming; contact for human resources personnel and hire recreational staff/instructors as needed; oversee marketing & publicity, and conduct educational workshops/clinics and special events for the URI community.

Handle all other administrative responsibilities including: update training materials and operations manuals; payroll tasks; assist with the development of an annual program budget and purchasing fitness equipment; implementing standard practices in recreational sports for risk management; continue efforts to enhance our customer service driven fitness and wellness program. Develop semester and annual reports, which review and evaluate goals and objectives, financial statements, participation statistics and other program statistics, a summary of participation evaluation forms, including recommendations for change.

OTHER DUTIES AND RESPONSIBILITIES:

Provide major department leadership in the development of new, creative programs related to fitness/wellness and identify the resources required.

Provide effective training, leadership management and mentoring for student employees.

Assist in the management of the URI Recreation program by providing input and completing assigned projects related to personnel, budget, programs, research and facilities.

Evaluate effectiveness of programming in meeting campus wide fitness/wellness needs to the entire URI community and develop additional recreational programming as needed.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

First-Aid/CPR certificate; current certifications required in group exercise from a nationally recognized governing body (ACE, ACSM, AFAA, etc.); personal computers, printers, word-processing, database management, and spreadsheet software.
ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree in exercise science, health education, recreation or closely related field; three years of full-time professional and administration experience in fitness/wellness related programming (two years of graduate assistant experience in fitness/wellness area is equivalent to one year of full-time experience); demonstrated significant experience in developing diverse fitness/wellness programs, including promotions & marketing, budget preparation, staff hiring and training, and program evaluation preferably in a college, or university setting; demonstrated ability to train aerobic instructors, weight room personnel, and the ability to teach and conduct fitness/wellness workshops, clinics and special events; current certifications required in group exercise from a nationally recognized governing body (ACE, ACSM, AFAA, etc.); excellent organizational skills and attention to detail; strong interpersonal skills; excellent written and verbal communication skills; first-Aid/CPR certificate. Preferred: Master's degree; current certifications preferred in personal training from a nationally recognized governing body (ACE, ACSM, NSCA, etc.); experience and familiarity with the use, instruction and ongoing maintenance for a variety of fitness equipment such as: strength and cardiovascular equipment (Stair Master, Lifecycle, ergs, recumbent bike, indoor cycles); Certified Recreational Sports Specialist (CRSS) and membership in the National Intramural-Recreational Sports Association (NIRSA) or involvement in professional organizations closely related to fitness/wellness.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.