UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Campus Recreation/Fitness, Health & Well-being

DIVISION: Student Affairs (Recreational Services)

REPORTS TO: Assistant Director, Campus Recreation

GRADE: 10

SUPERVISES: Student staff and temporary workers

BASIC FUNCTION:

Oversee and administer all aspects of the planning, development, implementation, assessment and integration of fitness, health and well-being programs, including the operation of the Mackal Fitness Center and the Anna Fascitelli Fitness and Wellness Center; collaborate with key partners to advocate for and integrate university-wide strategic wellness initiatives for the URI Community which bring attention to and expand opportunities in promoting a culture of sustained overall health and well-being.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer all aspects of the Anna Fascitelli Fitness and Wellness Center and the Mackal Fitness Center to include: recruiting, hiring, onboarding, development, scheduling, training, payroll tasks, supervising and evaluating FitWell student employees (Fitness Attendants, Office Staff, Team Leaders, Special Events Staff), and temporary workers; implement and collect data regarding staff assessments/learned student outcomes.

Create and support a culture that promotes overall well-being in collaboration with campus partners/key stakeholders that focuses on all elements of wellness including, but not limited to, stress management, emotional, intellectual, spiritual, social, environmental, occupational, financial and physical well-being.

Work collaboratively and cooperatively with the university community to conduct educational workshops/clinics and special events.

Administrative responsibilities including: update training materials, operations manuals, and policies and procedures; development of an annual program budget; recommend marketing and promotions strategies; implementing; keeping up with current standard practices in risk management; maintaining after action reports; enhance customer service driven fitness, health, and well-being programs.
Manage floor design and function decisions and implementation; purchase equipment and other resource materials; replacement cycle of equipment and oversee ongoing cleaning and maintenance; work with outside vendors; and daily, quarterly, and yearly maintenance repairs and inventory through fitness management software.

Develop semester and annual reports, which review and evaluate program goals and objectives, key performance indicators, (participation and other program statistics, assessments, etc.,) and make recommendations for change when needed.

Assist with departmental evaluation and assessment efforts, benchmarking, data collection, and analysis. Lead co-workers and colleagues with implementing appropriate evaluation and assessment metrics using best practices in the industry. Solicit student and stakeholder feedback throughout program development and evaluation.

Assist other staff members in assessing programs and learned student outcomes and their impact on student’s retention, leadership development, satisfaction and academic success. Assist in the development, monitoring, and tracking results of assessment tools.

Responsible for keeping up to date with industry trends as it relates to student employment, onboarding, new social media technology associated with student employee management and cardio/strength and conditioning fitness equipment as well as collegiate fitness, health, and well-being issues.

Work as part of a team that collaborates effectively with fellow colleagues.

OTHER DUTIES AND RESPONSIBILITIES:

Provide department leadership in the development of new, creative programs related to the promotion of fitness, health and well-being to the university community.

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

Perform additional duties and responsibilities as assigned by the Director of Campus Recreation.

Work a flexible schedule including some nights and weekend hours.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, word-processing, database management, and spreadsheet software. CPR, First Aid and Automatic External Defibrillations (AED) certifications. Current certification in group exercise, personal training and/or health and well-being from a nationally recognized governing body (ACE, WWC, ACSM, AFAA, CWP, BCS, AFPA, HSHC, WELCOA, etc.).

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.
QUALIFICATIONS:

**REQUIRED:** Bachelor's degree in exercise science, exercise physiology, public health, health education, recreation, college student personnel, or closely related field; Minimum of two years full-time professional administrative experience in developing and managing a diverse fitness/wellness related program, including programming and staffing; Current certification in health and well-being from a nationally recognized governing body (ACE, WWC, CWP, BCS, AFPA, HSHC, etc.); Current certification, for a minimum of two years, in group exercise and/or personal training from a nationally recognized governing body (ACE, ACSM, AFAA, CWP, BCS, AFPA, HSHC, WELCOA, etc.); Demonstrated supervisory experience; Demonstrated training experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work with diverse groups/populations; and, Current CPR, First Aid and AED certifications.

**PREFERRED:** Master's degree; Minimum of two years full-time professional administrative experience in developing and managing a diverse fitness/wellness related program, including: programming and staffing in a college or university setting; Demonstrated ability to start-up fitness/wellness programs and see them through to assessment; Demonstrated ability to train student employees in a college or university setting with over 10,000 students; Demonstrated experience working with CAS (Council for the Advancement of Standards - Collegiate Recreation) and/or learned student outcomes in a college or university setting; Demonstrated experience working with SubItUp and with fitness management software; Demonstrated experience working with Word Press and e-Campus; Demonstrated evidence of Certified Recreational Sports Specialist (RCRSP or CRSS), membership in the National Intramural-Recreational Sports Association (NIRSA - Leaders in Collegiate Recreation) and/or involvement in professional organizations closely related to fitness, health and well-being.

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