

Job Code:.....100343
Position#:.. (PSA)..... (E)
Developed by:.....SG
Reviewed by:.....LK, DLJ
Approved by:.....JH; LK
Date: 6/94; 8/06; 3/07; 4/18

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Campus Recreation/Fitness & Wellness Programs

DIVISION: Student Affairs (Recreation Services)

REPORTS TO: Assistant Director, Campus Recreation

GRADE: 10

SUPERVISES: Student staff and temporary workers

BASIC FUNCTION:

Oversee and administer aspects of the fitness/wellness program for the University's Campus Recreation program, including the operation of the Mackal Fitness Center and the Anna Fascitelli Fitness and Wellness 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 Mackal Fitness Center to include: recruiting, hiring, orienting and training, scheduling, supervising and evaluating student support staff and temporary workers, conduct staff meetings, develop and implement an ongoing cleaning/maintenance inventory program of all fitness equipment.

Administer all aspects of the Fascitelli Fitness and Wellness Center to include: recruiting, hiring, scheduling, orienting and training, payroll, supervising and evaluating student staff (Fitness Attendants, Office Staff, Team Leaders, Special Events Staff), and temporary workers; conduct staff meetings; develop and implement an ongoing cleaning/maintenance inventory program of all fitness equipment.

Procure new equipment and other resource materials; work collaboratively and cooperatively with university community to offer comprehensive fitness/wellness programming; assist with marketing & publicity, and conduct educational workshops/clinics and special events for the URI community.

Handle 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; oversee maintenance /custodial issues at the Fascitelli Fitness and Wellness Center; maintain inventory of all fitness equipment; 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.

Collaborate as part of Fitness & Wellness team for special events.

Work a flexible schedule including some nights and weekend hours.

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.