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Developed by:.....JH
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Approved by:.....LK
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THE UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, Campus Recreation/Fitness & Wellness (Anna Fascitelli Center)

DIVISION: Student Affairs (Recreation Services)

REPORTS TO: Assistant Director, Campus Recreation

GRADE: 8

SUPERVISES: Support and Student Staff

BASIC FUNCTION:

Responsible for the administration, overall management, and day-to-day operation of a comprehensive campus recreation fitness and wellness program. Responsible for the creation, implementation, and supervision of a variety of organized and informal fitness and wellness opportunities and facility management, primarily at the Anna Fascitelli Fitness and Wellness Center, with the goal of encouraging URI students, faculty, staff and alumni to adopt lifelong healthy lifestyle skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer all aspects of the aerobic/group fitness program, mind/body classes and services to include: recruiting, hiring (interviewing and auditioning), in-service training & evaluations, supervising, scheduling, and fostering staff development and retention; verifying instructors are national certified and certified in CPR/AED; oversee scheduling of group exercise studios; marketing and promotions; program registration; prepares, updates and implements program policies and procedures; evaluate overall program needs, goals, and develops learned outcomes; demonstrating group fitness techniques and ensure instructors emphasize safety techniques in all classes; and continuing efforts to enhance customer service driven fitness and wellness opportunities.

Provide assistance with oversight and supervision of the day-to-day operation of fitness and wellness activities at the Anna Fascitelli Fitness and Wellness Center to include: part-time student employees as fitness attendants and fitness team-leaders; verifying part-time employees are CPR/AED certified; assist with maintaining and monitoring all cardio, strength training, and fitness equipment; and developing, modifying and enforcing all facility and program policies and procedures to include safety/liability concerns.

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Procure new resources and routinely update materials for the Wellness Resource Center; and to other University departments to facilitate the collaboration of fitness and wellness events and programs campus wide.

Conduct fitness/wellness educational workshops/clinics, incentive programs, and special events for URI students, faculty/staff, and alumni members.

Conduct various revenue programs such as camps, and other revenue generated programs for URI students, faculty/staff, alumni, youth and community members, etc.

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

OTHER DUTIES AND RESPONSIBILITIES:

Collaborate with the Coordinator to perform administrative responsibilities including: updating training materials and staff/operational manuals; performing payroll tasks; developing comprehensive strategies for marketing and promotions; website development; assisting with the day-to-day facility operations, inventory, on-going maintenance and purchasing fitness equipment for the Anna Fascitelli Fitness and Wellness Center.

Assist the Coordinator in the development and implementation of safety, risk, injury, and emergency response management procedures, striving for a safe and fair environment for participants, programs and facilities.

Create portions of fitness/wellness mid-year and end-of-year annual reports by maintaining, collecting and compiling statistical data on fitness/wellness program summary related to: revenue generation; participation statistics and other program data; summary of participation evaluation forms; and offering recommendations which will be used for future planning purposes.

Assist with fitness and wellness programs registration as needed.

Respond to patron needs, concerns and suggestion, demonstrating personal commitment to exceptional customer service.

Work with other recreation staff members in marketing all programs that effectively meet the needs of a diverse population using social media, website, and other direct resources and methods.

Assist in marketing campus wide health/fitness/wellness initiatives.

Contribute to the development and management of the overall fitness/wellness operating budget.

Teach and/or facilitate non-credit classes as assigned.

Network with other fitness and wellness professionals, and utilize research journals to remain apprised of new developments, trends, enhancements and issues in the field.

Assist the Coordinator with hosting fitness/wellness certifications and workshops (national certifications & CEU opportunities).

Work in collaboration with full-time recreation staff members to effectively meet the department's goals and objectives and continuing efforts to enhance recreational opportunities for our customers.

Work a flexible schedule including some nights, early mornings, and weekend hours.

OTHER DUTIES AND RESPONSIBILITIES:

Attend staff and departmental meetings as assigned, and perform additional duties and responsibilities as assigned by the Director, Campus Recreation Programs & Services.

LICENSES, TOOLS AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental condition.

QUALIFICATIONS:

Required: Bachelor's degree in exercise science, exercise physiology, health education, recreation or closely related field from an accredited college or university; one year of full-time professional experience required 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 ability to plan, implement and evaluate diverse fitness/wellness programming to include facility management and supervisory experience in a large campus recreation setting; demonstrated ability to train aerobic/group exercise instructors; demonstrated ability to plan and conduct fitness/wellness classes, workshops, clinics and special events; demonstrated excellent organizational skills and attention to detail; demonstrated strong interpersonal skills; excellent written and verbal communication skills; demonstrated ability to work successfully with diverse populations; demonstrated commitment to promote and enhance diversity and inclusion; current CPR and AED certifications; at least one current certification required as an aerobic/group fitness instructor from a nationally recognized governing body for 2+ years (ACE, ACSM, AFAA, etc).

Preferred: Master's degree; current certification as a YogaFit instructor or through a recognized national registrar for yoga instructor (Yoga Alliance); current certification as a PMA instructor or through a recognized national certification agency for pilates; current specialty certification and/or trainer certification as an indoor cycling instructor from a national governing body; demonstrated experience in teaching and administering Les Mills Programs, specifically Body Pump;

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current specialty certification(s) from a national governing body and/or training certification in rhythmic dance, zumba, core training, nutrition, etc.; current certifications preferred in personal training from a nationally recognized governing body (NSCA, NASM, ACE, ACSM, etc.); strong working knowledge of the When To Work staff scheduling program; certification as an instructor for CPR/AED training or willingness to obtain certification within the first year of employment; a 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.

REVISED 03/18