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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 (Mackal)
DIVISION: Student Affairs (Recreation Services)
REPORTS TO: Assistant Director, Campus Recreation
GRADE: 8
SUPERVISES: Graduate Assistant and Other Part-Time Support Staff

BASIC FUNCTION:

Responsible for the administration, supervision, management and day-to-day operation of a comprehensive campus recreation fitness and wellness program. Primarily responsible for the creation, implementation, and supervision of a variety of organized and informal fitness and wellness programs and day-to-day facility management and staffing, primarily at the Mackal-Keaney-Tootell Complex, that will encourage URI students, faculty, staff, alumni and community members to adopt lifelong healthy lifestyle skills/habits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop, administer and supervise all aspects of personal training and fitness assessment programs to include: recruiting, hiring, in-service training & testing, evaluating part-time and internal employees, fostering staff development and retention, verifying employees are national certified personal trainers and are CPR/AED certified; scheduling, implementing program policies and procedures; marketing and promotions; ensure instructors emphasize safety techniques while instructing; maintaining consistent client base; developing new programs and evaluating program goals and objectives; developing learned outcomes; and continuing efforts to enhance customer service driven fitness and wellness opportunities.

Develop, administer and supervise all aspects of strength and conditioning programs/clinics for sport specific groups/clients, youths, and adults to include: recruiting, hiring, training & testing, evaluating part-time and internal employees, fostering staff development and retention, scheduling facilities, implementing program policies and procedures; marketing and promotions; ensure instructors emphasize safety techniques while instructing; developing new programs and evaluating program goals and objectives; and continuing efforts to enhance customer service driven fitness and wellness opportunities.

Conduct fitness/wellness educational workshops/clinics, incentive programs, family & youth programs, camps, special events, and other revenue generating programs for URI students, faculty/staff, alumni, youth and community members.

Provide assistance with oversight and supervision of all operational aspects of fitness and wellness facilities at the Mackal Fitness Center, the Tootell Group Exercise Studio, and the Spin Studio, supervising part-time student fitness monitors, internal staff, maintenance crew and Fitness-Team leaders; verifying part-time employees are CPR/AED certified; maintaining, scheduling and monitoring all recreational cardio, strength training, and fitness equipment; maintaining all cardio, strength training, and fitness equipment in include inventory, cleaning practices and upkeep; and developing, modifying, and enforcing all facility and program policies and procedures to include safety/liability concerns.

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

OTHER DUTIES AND RESPONSIBILITIES:

Work in collaboration with administrative responsibilities including: update training materials and operations manuals; payroll tasks; developing comprehensive strategies for marketing and promotions; website development; supervising the day to day facility operations, inventory, on-going maintenance and purchasing fitness equipment for the Mackal Fitness Center.

Assist with the development and implementation of safety/liability considerations surrounding weight-training and conditioning environment and emergency response management procedures striving for a safe and equitable 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 offer recommendations which will be used for future planning purposes.

Assist with fitness and wellness programs registration as needed.

Able to work in conjunction with other recreation staff members in marketing all programs that effectively meets the needs of a diverse population using social media, website, and other direct resources and methods. Assist marketing campus wide health/fitness/wellness initiatives.

Respond to patron needs, concerns and suggestions; demonstrate personal commitment to exceptional customer service.

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

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

Work in collaboration with all full-time recreation staff members to effectively meet department's goals and objectives.

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

Demonstrating a positive attitude and proven ability to work successfully with diverse populations and demonstrated commitment to promote and enhance diversity and inclusion.

Work with a diverse group of students, faculty, staff, alumni and community members on a daily basis.

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

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 and serves as the professional on call for after hours and weekend issues.

Attend staff and departmental meetings as assigned; other duties will be assigned based on individual qualifications.

OTHER DUTIES AND RESPONSIBILITIES:

Perform additional duties and responsibilities as assigned by the Director, Campus Recreation Programs & Services.

LICENSES, TOOLS AND EQUIPMENT:

CPR and AED certification; current certifications required in personal training 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; at least one year of full-time professional required in fitness/wellness related programming; demonstrated supervisory experience in managing a diverse fitness/wellness program to include: programming, facility management, and staffing preferably in a large campus recreation setting; demonstrated ability to administer a personal trainer and fitness assessment programs; demonstrated ability to teach and conduct fitness/wellness assessments, classes, workshops, clinics, and special events;

at least one current certifications required as a personal trainer and/or strength and conditional specialist from a nationally recognized governing body for 2+ years (ACSM, NSCA, NASM, ACE, AFAA, etc.); excellent organizational skills and attention to detail; strong interpersonal skills; excellent written and verbal communication skills; current CPR and AED certifications; demonstrated work experience requiring attention to detail; demonstrated ability to work with diverse groups.

Preferred: Master's degree; two years supervisory experience in staff scheduling, training and evaluations; current certifications preferred from a national governing body and/or trainer certification(s) in: bootcamp, CrossFit, and/or pilates, etc.; current specialty certification and/or trainer certification as an indoor cycling instructor from a national governing body; current certification preferred as a aerobic/group fitness instructor from a nationally recognized governing body (ACE, ACSM, AFAA, etc.); certification as an instructor for CPR/AED training; strong working knowledge of the When To Work staff scheduling program; 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