



Job Title	Campus Recreation Coordinator	Job Code	SD0511
Pay Plan	A&P	Pay Grade	15
Union	Non-Union	FLSA Status	Exempt
Job Family	Student Development & Enrollment Services	Union Code	0
		Subfamily	Recreation & Wellness

Job Family & Subfamily Summary

Student Development & Enrollment Services Professionals develop, implement, facilitate, and evaluate various programs focused on assisting students in successfully integrating into the University environment.

Recreation & Wellness Professionals provide instructional or program activities related to recreation, leisure, and fitness. Assists in planning and directing a comprehensive recreation program for students, faculty, and staff, including intramural and sports clubs. May be responsible for some facilities management.

Job Summary

Responsible for the management of daily operations of the Fitness Program and staffing. Coordinates a comprehensive program including group exercise, special events, student assisted workout program, personal training, and floor staff. Supervises graduate assistants and 90+ student staff employees. Provides support and facilitates the overall success of programs to include day to day operation and objectives.

Representative Duties

1. Staff Management & Student Development

- Recruits, hires, trains, supervises, and develops student staff employees including group fitness instructors, student assisted workout trainers, fitness floor staff, fitness supervisors, team leaders, and graduate assistants
- Provides student employees opportunities for growth both personally and professionally by hosting one on one meetings, group trainings and in-services, workshops and certifications

2. Program Coordination and Management

- Coordinates and oversees the planning and administration of a comprehensive and diverse fitness and instructional program
- Develops, markets, and directs fitness special events and programs considering equipment, staffing, and operations
- Communicates with campus partners to ensure cross campus collaborations

3. Fitness Facility and Risk Management

- Manages the daily operation of the fitness facility spaces, group fitness studios and the fitness assessment space
- Maintains full knowledge of current risk management standards and practices in fitness specific to the program and space utilized, ensuring that staff participants adhere to the policies and procedures associated with the safety of the program
- Contributes to the ongoing development and facilitation of the department’s comprehensive risk management plan, while providing ongoing safety training for area specific staff

4. Fiscal Operations

- Develops, oversees and administers budgets
- Monitors group exercise payroll reports

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
2+ years of relevant work experience OR 0+ years of relevant work experience with a Master's Degree		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.