

COLORADO STATE UNIVERSITY
DIVISION OF STUDENT AFFAIRS
CAMPUS RECREATION

ASSISTANT DIRECTOR, FITNESS PROGRAMS
Position Description

The Assistant Director, Fitness Programs is responsible for oversight and management of fitness programming including Fitness (multiple aerobics, cycling, strength & flexibility, etc.), Wellness (yoga, Pilates, meditation, etc.) and Personal Training ensuring high quality experiences with superior customer service. This position is responsible for student personnel management and development, budget development / oversight and fitness equipment inventory / purchasing recommendations. This is a 12 month, exempt, Administrative Professional classified position that reports to the Associate Director, Campus Recreation.

RESPONSIBILITIES:

LEADERSHIP (department contributions; professional/student staff development): 20%

AREA DUTIES (budget, staff/student personnel management, assessment): 60%

POSITION DUTIES (tasks/actions): 20%

LEADERSHIP:

1. Establish relationships with Division of Student Affairs and other University offices to address issues or facilitate operations of fitness and wellness programs.
2. Participate or assume a leadership role in Department, Division, and University committees, projects, activities, and events
3. Represent Campus Recreation for fitness initiatives within the Division of Student Affairs.
4. Develop and maintain collaborative, supportive and professional relationships:
 - o Support colleagues and actively contribute to a collegial work environment by demonstrating diplomacy and tact
 - o Support diversity of individuals, opinions and perspectives
 - o Demonstrate active engagement with and support of the department Mission, Vision, and Values
5. Ensure that Department and University resources are managed and maintained properly.

AREA DUTIES:

1. Student Staff Personnel Management: Recruit, hire, train, schedule, supervise and evaluate employment for approximately 75 student / non-student hourly employees:
 - o Scheduling: determine assignments, monitor schedules for accuracy and adequate instruction coverage, adjust scheduling process based on area needs and budget
 - o Coordinate employee training on policies, procedures, participant service, emergency response, etc
 - o Conduct staff meetings / trainings on a regular basis
 - o Develop, implement, and maintain an employee mentoring and recognition program
 - o Notify supervisor of employee discipline issues/resolutions
 - o Conduct employee evaluations in conjunction with department discipline guidelines and program expectations: identify patterns, and implement changes to improve employment process and/or work productivity
 - o Maintain instructor and personal trainer certification tracking to industry standards
2. Budget:
 - o Develop, monitor and track annual budgets
 - o Maintain expenditures within approved budget
3. Assessment:
 - o Evaluate fitness programming annually, including but not limited to participant satisfaction and staff performance, learning outcomes
 - o Evaluate area programs' emergency response, prevention and safety programs/services, and risk management plans. Summarize results and make recommendations to Associate Director
4. Submit area facility requests to Scheduler/Event Manager Coordinator within established timelines, policies and procedures.
5. Responsible for Fitness Program area special event management.
6. Respond to general and program participant inquiries, demonstrating exceptional service.
7. Annual review and updating of program manuals, procedures and policy statements.
8. Collaborate in the production of Fitness Program and department promotional, marketing and advertising materials.
9. Develop annual individual and area goals; review five year strategic plan annually and make recommendations to the Associate Director.

POSITION DUTIES:

1. Fitness and Wellness Programming / Personal Training:
 - Determine the scope (styles, levels, and numbers) of class offerings and related instructor needs
 - Regularly evaluate instructors; provide feedback on class management
 - Collaborate with Service Center Coordinator to facilitate participant registration
 - Collaborate with department marketing staff for promotional efforts
 - Respond to participant needs, concerns and suggestions
2. Fitness Center:
 - Support Facilities Coordinator in development and implementation of cardio/weight facility staff training
 - Collaborate with and recommend cardio-weight equipment retirement schedule/purchases to Director of Operations

POSITION ASSIGNMENT:

1. Office hours Monday through Friday (9 a.m. to 6 p.m.), dependent on University calendar, program requirements or major program/department events.
2. On call as emergency response resource and event organizer for fitness program related activities.
3. Other duties as assigned by Associate Director.

POSITION QUALIFICATIONS:

Minimum:

- Master's degree in Kinesiology, Exercise Science, Physical Education or related field with four years recent (within 2 years) full-time experience managing a fitness program in a private or public health/recreation/fitness organization (one year experience granted for two years of fitness graduate assistantship experience);

OR

- Bachelor's degree with seven years recent (within 2 years) full-time experience managing a fitness program in a private or public health/recreation/fitness organization
- ACSM National Certification, ACE, or AFAA certification(s)
- Experience conducting multiple fitness exercise classes
- Three years' experience supervising staff
- Budget management experience

Preferred:

- Higher Education experience
- Experience training fitness instructors
- Experience supervising personal trainers
- Experience researching, evaluating, and purchasing weight room / fitness equipment
- Understanding concepts of multiculturalism and diversity, and how they impact the perception and resolution of conflict within recreation and sport
- Demonstrated computer software skills, i.e., Word, Excel, data-base management, and web maintenance
- Demonstrated organizational skills
- Demonstrated written communication skills

Level of Autonomy: Decision making regarding program management

Level of Authority: Concurring authority with Associate Director; implementing authority assigned

Salary: \$38,000-\$45,000 Dependent on education and experience

The anticipated starting date is no later than June 1, 2012. For full consideration, complete applications must be received by Monday, March 12, 2012, 8:00 a.m. Mountain Time; however, applications will be accepted until the position is filled. Complete applications must include a letter discussing qualifications and interest in the position, a resume, and names, titles, addresses, e-mail addresses, and telephone numbers of at least three references. *Email confirmation is sent when application materials are **complete**.*

Electronic submission of application materials is required. Submit letter, resume, and references in one Word or pdf document. Attach it to an email sent to CampusRec_Jobs@Mail.ColoState.edu

If you have any questions about the search process, contact Search Committee chair Heather VanHall at Heather.VanHall@ColoState.edu. If you have questions about the application process, contact Ruth Parker at 970-491-0275.

For more information about Campus Recreation at Colorado State University, see <http://www.campusrec.colostate.edu/>

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Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.