

Grand Valley State University
Campus Recreation-Program Coordinator, Fitness and Wellness

The Fitness and Wellness Program Coordinator reports to the Assistant Director of Campus Recreation within the division of Student Services. The department reports to the Student Services Division of the University.

Job Description:

Oversee operations of Group Exercise Program, Personal Training, Small Group Trainings, and assist with day-to-day functions of the Fitness and Wellness Center. This would include staffing, hiring, scheduling, staff training, student staff development, program planning, and customer service. Must be willing to work a flexible schedule including nights and weekends. Maintain data and assist in end of semester and end of year reports. Assist with assessment, evaluation and planning of programs and services. Research and apply best practices, as well as contribute to a student based learning environment.

Responsibilities:

Group Exercise (40%)

- Plan, organize, schedule, administer and evaluate group exercise programs
- Hire, train, schedule, supervise and evaluate group exercise staff
- Supervise and evaluate student workers and interns
- Oversee Mentorship program
- Studio maintenance and inventory
- Oversee pass sales, processing and registration system
- Instruct as needed

Personal Training and Small Group Training (30%)

- Hire, training, supervise, evaluate trainers, and small group instructors
- Oversee Personal Training and Small Group Training
- Assist in supervising internship and fieldwork students
- ICA requests based on demand for Strength and Conditioning
- Oversee Fittest Laker Event
- Personal Training as needed

Administrative (30%)

- Scheduling and reservations
- Assist with supervision of the Fitness and Wellness Center
- Payroll
- Assist with programs and events sponsored by Campus Recreation
- Attend regularly scheduled staff meetings and division meetings
- Assist with tracking of data
- Maintain policies, rules and regulations for programs, services and activities.
- Serve on Risk Management Committees and other committee work as assigned.
- Work closely with Movement Science, and Athletic and Recreational Facilities and work collaboratively around campus as needed.
- Other duties as assigned

MINIMUM QUALIFICATION: The position of Fitness and Wellness Coordinator requires a bachelor's degree in Exercise Science, Physical Education or a related field. At least one year of experience in fitness in collegiate recreation is required. It is preferred candidates are certified in at least one of the following by an NCCA approved organization:

- Group Fitness Instructor
- Certified Personal Trainer
- Strength and Conditioning

Qualified individuals must have excellent written and verbal communication skills, organized, professional, and a passion for working with others. Current CPR/AED certifications. At least 2 years of supervising experience.

DESIREABLE QUALIFICATIONS: A master's degree in Exercise Science, Physical Education, College Student Affairs or Personnel, or a related field is preferred. Additional specialty fitness certifications or credentialing preferred. NIRSA involvement a plus.

Compensation: based on experience. This is a contracted, one year, full-time (40hours/week) position. The position will be eligible for renewal based on funding and performance.

Anticipated start date: August 1, 2014

Application process:

Applications will begin to be reviewed starting June 30, 2014

Applications will be accepted until position is filled.

Please submit cover letter, resume, and three references to:

Amy Campbell

campbamy@gvsu.edu

Assistant Director, Campus Recreation

1 Campus Drive - 215 Fieldhouse

Allendale, MI 49401