



Position Description Fitness Coordinator

Responsibilities

- Responsible for supervising Fitness and Wellness staff and programs which include Demo Kitchen, Nutrition workshops, Weight and Cardio competitions, Fitness Fanatic program, Message Therapy, Fitness Advisor and Fitness Assessments.
- Perform duties for the day-to-day operations of the Fitness and Wellness program.
- Assist student Fitness staff with daily operations.
- Assist with hiring, training, scheduling and evaluating student Fitness Assistants and Group Exercise Instructors.
- Enforce Campus Recreation policies and procedures in a fair, prudent and professional manner.
- Assist participant with questions, concerns and/or disputes.
- Assist with emergency situations and evacuations.
- Teach a minimum of one Fitness class per week.
- Assist with supervision and management of the Downtown fitness facilities and programs.
- Complete required forms completely and legibly.
- Perform other duties as assigned.

Expectations

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Leads by example.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA, with a minimum GPA of 2.25.
- Current Group Exercise Certification(s) and completed the UTSA Campus Recreation Fitness Instructor Training (F.I.T.) course.
- Previous work experience with Campus Recreation in a university setting.
- Working knowledge of the free weight, selectorized and plate-loaded machines.
- Working knowledge of cardiovascular equipment and a variety of exercise accessories (steps, exercise bands, body bars, etc.).
- Working Knowledge of personal computer programs, audio visual equipment to include DVD players, audio and video tapes, CDs and the ability to learn Cardio Theater.
- First Aid, CPR and AED certified.

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take place at the 1604 and Downtown campuses.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$9.00/hour