OPENING FOR

Fitness Coordinator

ASI CAMPUS RECREATION

ANTICIPATED HIRING RANGE: $40,000 - $45,000
Anticipated Total Compensation Package = $66,372 - $71,753 annually*
Based on health insurance coverage for employee + family

This is a full – time position that is eligible for benefits and relocation assistance.

THE POSITION

Under the direct supervision of the Associate Director of Recreation, the Fitness Coordinator oversees all aspects of the fitness program to include personal training, fitness assessment, non-credit instructional programs, group exercise instruction and specialty fitness classes. The Fitness Coordinator supervises Fitness staff including, personal trainers, group exercise instructors, specialty class instructors and program staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Provide leadership and oversee fitness program operations
• Establish and enforce policies that provide for the effective operation of the fitness program
• Responsible for the effective delivery, evaluation, promotion and reporting of the fitness program to include program development, scheduling and implementation, program registration, participant development and discipline and the procurement, inventory, repair and replacement of fitness program equipment
• Responsible for preparing, presenting and implementing short and long-term fitness programming goals
• Responsible for coordination of all fitness staff including recruitment, selection, training, supervision, evaluation, development and discipline
• Responsible for ensuring the training and certifications of fitness staff are current and compliant with industry standards
• Responsible for the preparation, presentation and implementation of the fitness program and budget(s) to include managing and meeting expense and revenue goals
• Provide vision and administration toward efficient and effective fitness program services through engagement in systematic strategic planning, assessment and reporting
• Review and evaluate fitness operations and programs to ensure that appropriate risk management precautions and procedures are in place and ensure that fitness facilities are in compliance with the risk management requirements of the California State University (CSU) system and California State Polytechnic University, Pomona (Cal Poly Pomona)
• Coordinate-fitness program participant waivers and assumption of risk documents
• Participate in campus-wide collaborations that serve the overall mission of Campus Recreation, the Bronco Recreation and Intramural Complex (BRIC), ASI and the University as a whole
• Serve on campus boards and committees as well as system-wide associations
• Serve as ambassador for ASI at the university, state, regional and national levels
• Perform other duties relating to the overall mission of ASI, the BRIC and as assigned

QUALIFICATIONS

• Bachelor’s degree in kinesiology, recreation, sports management, physical education or other related field
Candidates must possess one or more of the following certifications: ACSM or equivalent personal training certification, AFAA or equivalent group exercise instructor certification. Current American Red Cross CPR/AED for the Professional Rescuer and Emergency Oxygen certifications required within the first thirty days of employment. Minimum two years of progressive management and supervisory experience in fitness and wellness programming. Experience in university recreation, preferred. Demonstrated budgetary and risk management experience. Demonstrated ability to achieve assigned objectives, within desired budget timeline. Demonstrated knowledge of national trends and practices in fitness programming. Demonstrated ability to work with a diverse student population and campus community. Commitment to student development and ability to motivate and work closely with students. Demonstrated ability to collaborate, form partnerships, and work effectively as a member of a goal-orientated team. Ability to develop and oversee vendor contracts, oversee projects and manage multiple priorities. Ability to analyze and solve problems, draw valid conclusions and develop alternate recommendations. Ability to maintain professional work conduct. Ability to make independent decisions and recommendations. Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision. Ability to follow routine verbal and written instructions. Ability to operate an office workstation, utilize word-processing, spreadsheet, and other software. Ability to effectively communicate clearly and concisely, both orally and in writing.

WORKING ENVIRONMENT
While performing the duties of this job, the employee is frequently required to sit, talk and hear; manual dexterity, eye-hand coordination, and verbal communication; use of office equipment: telephones, calculator, copier and fax. Must be able to walk, stand, bend and lift up to 45 pounds.

APPLICATION PROCEDURE
Both an application and resume are required. A resume does not replace the information requested on the application form. Applications are available on the ASI Website and in the Human Resources Department.

Submit resume and application to: Associated Students, Inc.
Human Resources Department
3801 W. Temple Ave., Bldg 35
Pomona, CA 91768

Phone: (909) 869-3546
E-mail: asihr@cpp.edu

Position open until filled. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

ABOUT ASI
Established in 1963, Associated Students, Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and
provision of quality facilities, programs and services, ASI provides for student representation at the campus and system-wide level and offers leadership development through student government, student-led programming, student employment and student involvement in a wide array of Bronco Student Center programs and service. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs, athletic scholarships and academic support programs.

EOE

ASI is an Equal Opportunity Employer. Please notify the Human Resources Department for reasonable accommodation requests during the selection process.

MANDATED REPORTING REQUIREMENT

In compliance with the California Child Abuse and Neglect Reporting Act (CANRA) and the CSU Executive Order 1083, each ASI employee is designated as a mandated reporter and is required to sign an Acknowledgment of Mandated Reporter Status and Legal Duty to Report Child Abuse and Neglect.