Program Assistant for Fitness and Wellness

Position Summary

Campus Recreation and Wellness within the department of Student Life and Recreation of Adams State University is seeking a part-time Program Assistant for Fitness and Wellness. This position will be responsible for working with student leaders to develop and manage a new quality and comprehensive fitness and wellness program. The Program Assistant is responsible for the direction, development, and management of all group fitness, personal training, and wellness programming for Campus Recreation and Wellness. This position reports to the associate director of Campus Recreation and Wellness.

Responsibilities

Management and Supervision

- Recruit, hire, train, and supervise a comprehensive staff of certified group fitness instructors and personal trainers
- Supervise, mentor, and provide professional development trainings to the fitness leadership team including but limited to student instructors and graduate assistants
- Conduct evaluations and monitor certifications of fitness employees
- Administer and implement in-service trainings for fitness leadership team
- Develop learning outcomes and conduct routine assessments of programming and staff
- Assist in the management of fitness and wellness budget
- Maintain professional certifications as appropriate for job responsibilities and as a professional

Programming

- Develop and manage all aspects of the fitness program including developing and implementing a full menu of services to include, but not limited to: Group exercise, Mind and Body, Personal Training, Fitness Assessment, etc.
- Develop, market, and manage special events and programs to promote active healthy lifestyles based on current research
- Create and maintain beneficial collaborations with university departments and initiatives
- Oversee the management of software used for personal training, nutritional consultations and fitness programs.
- Utilize software for program registrations, membership management, and statistical reporting
- Assess campus satisfaction and effectiveness of fitness programs
Minimum Qualifications

Education

- Equivalent to graduation from a four-year college or university preferably with a major in sports management, recreation administration, physical education, kinesiology/exercise science, or a related field

Experience

- Professional understanding of concepts of fitness and recreational activities and health education, as well as staff and student development
- Must maintain a sufficient working knowledge of anatomy, physiology and fitness principles for implementing a complete fitness program
- Equivalent to two years professional-level experience managing fitness and/or wellness programs during which time the applicant has acquired and/or demonstrated the ability to perform the essential duties of the position
- Must have at least one national fitness certification through AFAA, ACE, NSCA, or ACSM. Must be knowledgeable and experienced in teaching a variety of fitness class formats that such as zumba, spin & sculpt, jump, core, cardio dance, pilates, and yoga

Demonstrable ability to do the following

- Teach a variety of fitness class formats such as zumba, yoga, pilates, jump, core, cardio dance, etc.
- Oversee and mentor student employees and fitness instructors
- Work independently under general supervision
- Work as a part of a team to reach set goals
- Communicate effectively both verbally and in writing
- Generate and follow verbal and written instructions
- Provide excellent customer service
- Work varying hours including early mornings, late evenings and weekends

Compensation

This is a part-time non-benefited 15-20 hour per week position with a salary range of $12,000 to $15,000 determined by experience and qualifications.

Application

To apply for this position, please submit a coverletter, resume, and three professional references to curt.howell@adams.edu

Application deadline is August 1st
Successful candidates will be committed to the values of higher education, student and community development, and diversity. Candidate must have the sensitivity and ability to work with the traditional college age student, advise staff, develop and implement programs, produce effective outcomes, work effectively both individually and with groups, use independent judgment and display decision-making ability. Finally, candidates must be able to competently interact with a culturally and ethnically diverse population of students, faculty and staff. In compliance with the Immigration Control Act of 1986, candidates for positions must provide proof of eligibility to work before an offer of employment can be made final.

**Employee Background Check Policy at Adams State University:**
Adams State University is dedicated to providing a safe and secure environment for our faculty, staff, students, and visitors. To assist in achieving this goal, we conduct background checks on persons offered positions at the university prior to employment as described in the background check policy. Full descriptions of all positions are available from the contact person listed and at http://www.adams.edu/administration/hr/employment.php. Adams State University is an Equal Opportunity/Affirmative Action employer. Applications are sought from all qualified persons regardless of race, color, sex, disability, and, as covered by law, veteran status. In addition, University policies prohibit discrimination on the basis of religion, national origin, ancestry, age, sexual orientation including transgender status and gender expression, marital status, and parental status.