Subject: Graduate Coordinator of Fitness & Wellness

Date: Friday, April 29, 2022 at 2:38:16 PM Eastern Daylight Time

From: Tinnin, Andrew

Job Title: Graduate Coordinator of Fitness and Wellness

Department: Campus Recreation

Reports to: Assistant Director of Fitness and Wellness

Position Summary:

This position will assist with the administrative, operational, and programming duties in the areas of group fitness, personal training, health and well-being promotion, instructional classes, incentive programs, special events, and university outreach. The assistantship will include oversight of the fitness instructor, program monitor, personal trainer and fitness intern staff. Additionally, this position will assist with the daily operations of the recreation center fitness floor, free weight room, and group exercise training rooms. The assistantship will provide the student with comprehensive, professional training to further enhance their development in the fitness, wellness, and recreational field.

Specific Tasks, Duties, and Responsibilities

- Assist in the development and delivery of diverse programmatic initiatives related to student and employee well-being, group fitness, personal training, health promotion, special events, and outreach
- Assist in the integration of a university-wide well-being program that includes collaboration among several departments
- Collaborate with the marketing team to promote all fitness and wellness programs, events, and services
- Assist in the evaluation and assessment of all program offering to ensure programs are meeting the needs of all students
- Lead a minimum of 2 group fitness classes and/or train clients on a weekly basis
- Lead fitness, wellness, and recreation related programs, workshops, and presentations
- Assist in the recruitment, hiring, supervision, and evaluation of the group fitness instructors, program monitors, personal trainers, and fitness & wellness interns
- Oversee personal training program which includes supervision of student trainers, program creation, and matching clients based on their needs
- Oversee program monitor team including scheduling, development, and evaluation
- Update and develop staff manuals and policies as needed
- Assist with the continued development of instructor, program monitor, personal trainer, and fitness team by leading meetings, trainings, and delivering educational workshops
- Assist with the daily operations of fitness programming including scheduling, finding substitute instructors, upholding all employee policies, and customer service
- Assist with fitness equipment purchasing
- Assist with the daily operations for the Recreation Center fitness floor, free weight room, and group exercise room including risk management, equipment preventative maintenance protocols, and equipment repair

Additional Responsibilities for all graduate coordinator positions (5 other graduate coordinators):

- Attend bi-weekly Pro Staff meetings
• Ability to work evenings and weekend hours
• Assist with Campus Recreation special events, all campus recreation staff trainings and meetings, and other duties as assigned
• Participate in Campus Recreation committees
• Assist with Open House events and other marketing/outreach of campus recreation programs
• Develop and administer assessments and evaluations
• Attend and actively participate in professional development opportunities
• Lead new student employee hiring sessions
• Work collaboratively with other departments and Graduate Coordinators across campus
• Serve as an emergency on call for shift coverage and facility emergencies

DISCLAIMER: This is not an exhaustive list of all responsibilities, requirements, and skills. Employees are required to perform tasks assigned by supervisors and management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.

Required Qualifications

• Bachelor’s degree and acceptance into a graduate program at Rowan University
• Experience working in group fitness and/or personal training programs within a collegiate recreational setting
• Certification from a nationally recognized organization such as ACE, AFAA, ACSM, or NASM
• Experience planning and implementing fitness or wellness programs
• Weekend and evening availability
• Strong interpersonal, leadership, and communication skills, both verbal and written
• This position requires someone who is willing to work in a diverse team environment with a focus on continual learning, development and the ability to uphold our quality service standards
• Knowledge and experience with desktop publishing and other computer applications in a PC or MAC environment
• Knowledge in working with google drive and microsoft office applications
• American Red Cross CPR/First Aid/AED certification prior to employment
• The ability to lift 25 pounds or more

Preferred Qualifications

• Preferred bachelor’s degree in exercise science, kinesiology, human performance, health education, wellness, or related field
• 1-2 years working within areas of campus recreation
• Experience supervising student staff

Compensation/Expectations

Stipend/Benefits:

• 20 hours weekly, 12-month commitment (summers increase to 25 hrs weekly) beginning July 5, 2022, but could start earlier
• $14,500 stipend and full tuition waiver for full-time enrollment (in and out of state)
  • Second year staff may not get the full stipend if they leave the department prior to end of commitment
• Total package worth approximately $31,000 annually
• $500 on the Rowan Card each semester, which can be used for food/books
• Professional development funding potentially available for conferences, workshops, certifications, and is contingent on budget allocation
• Full funding of tuition is up to 36 credit hours over 2 academic years
- Funding beyond 36 credit hours will be reviewed and approved by the Director
- Annual 40 hours of PTO available in addition to one week from December 25 - January 1
- Graduate Coordinator is responsible for University fees, books, and health insurance
- Summer class and external employment requests may be made to your direct supervisor for review and approval
- Additional employment outside of the Campus Recreation must be reviewed and approved by your direct supervisor
- Rowan Graduate Coordinator parking permit
- Renewal of your Graduate Coordinator contract is contingent upon your work and academic performance

Application Process:

Questions concerning this position may be directed to Katie Huber - Assistant Director of Fitness & Wellness at (856) 256-4903 or huberk@rowan.edu.

For full consideration, a cover letter; resume; and names, phone numbers, and emails of three references should be sent to Katie Huber via email (huberk@rowan.edu). Applications will be accepted until the position is filled. Information about Rowan’s Department of Campus Recreation can be found at www.rowan.edu/rec.