

FITNESS CENTER COORDINATOR

DEFINITION

Coordinates the operations of a college fitness center and monitors exercise and body conditioning activities.

TYPICAL DUTIES

Coordinates use of the fitness center with the Athletic Directors, Physical Education Department Chairpersons, and the Community Services Program.

Promotes all activities of the fitness center campus-wide and to the community at large, which involves developing public relations and promotional and marketing materials for various fitness center activities and programs.

Evaluates, measures, and assesses fitness training needs of students/athletes and develops exercise programs.

Provides guidance to fitness center users on how to use the fitness equipment and on basic principles of physical fitness and conditioning.

Develops and enforces safety policies and rules for use of the fitness center and surrounding areas.

Ensures that the fitness center and surrounding areas are free from health and safety hazards.

Provides information regarding fitness center activities to college offices and the community.

Supervises and schedules the work of assigned staff.

Oversees or participates in the collection of center admission fees.

Oversees the purchase, repair, and maintenance of exercise equipment.

Maintains records of ticket receipts and prepares reports of facility use.

Utilizes standard office software applications to compile data and prepare reports and correspondence concerning fitness center matters.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Fitness Center Coordinator** coordinates the operations of a college fitness center and monitors exercise and body conditioning activities.

An **Athletic Trainer** prevents injury or re-injury of intercollegiate athletes by developing conditioning, flexibility and rehabilitative programs; applying specialized protective strapping or bracing; and administering therapeutic and emergency first aid to injured athletes.

SUPERVISION

General supervision is received from a Department Chair of Physical Education. Immediate supervision is exercised over assigned training and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Policies and procedures of fitness center operation and maintenance
- Health, fitness, and nutrition theories
- Use and purpose of exercise equipment

Knowledge of: (Cont.)

Sports and fitness settings and services
Principles of business management
Emergency and safety procedures pertinent to the operation of a fitness center
Principles of supervision and training
Basic principles of public relations
Capabilities of computer applications, systems, and hardware used in the assigned area
Recordkeeping procedures

Ability to:

Coordinate and promote a college fitness center program
Design individual exercise programs
Demonstrate and provide training on aerobic, strength, and fitness techniques
Effectively operate, demonstrate, and supervise the use of a variety of exercise and conditioning equipment
Give clear and concise instructions
Train and supervise others
Communicate effectively orally and in writing
Effectively use computer equipment in the performance of duties
Prepare clear and comprehensive correspondence, reports, presentations, and publicity materials
Track user progress and maintain accurate records
Respond appropriately in emergency situations
Deal effectively and tactfully with college students, faculty, and community members
Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university including or supplemented by at least 18 semester units which must have included coursework in anatomy, physiology, health, and physical education activities, and at least three semester units in fitness related subjects such as body dynamics, body conditioning, weight training, etc.

AND

Two years of full-time, paid experience in coordinating a fitness program or center.

OR

B. Graduation from a recognized four-year college or university with a major in physical education, kinesiology, exercise science, or a closely related field.

Special:

Current American Red Cross First-Aid Certificate.
Current American Red Cross or American Heart Association certificate in Cardiopulmonary Resuscitation.

A valid Class "C" California driver's license.
Access to an automobile.