AUBURN
Human Resources

Asst Dir, Group Fitness

Job Description

JOB INFORMATION

Job Code	AE45
Job Description Title	Asst Dir, Group Fitness
Pay Grade	SR10
Range Minimum	$53,620
33rd %	$66,130
Range Midpoint	$72,380
67th %	$78,640
Range Maximum	$91,150
Exemption Status	Exempt
Organizational use restricted to the following divisions	169 SVP for Student Affairs
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/11/2011

JOB FAMILY AND FUNCTION

Job Family:	Student Resources
Job Function:	Campus Recreation

JOB SUMMARY

Manages and supervises the daily operations of the group fitness programs and provides non-credit educational and recreational opportunities to students, faculty, and staff.

RESPONSIBILITIES

- Oversees the scheduling of group fitness classes and activities.
- Develops assessment tools to monitor programs and services, ensuring that outcomes are consistent with established goals and objectives.
- Develops risk management and emergency action plans and policies for group fitness programs.
- Oversees the training and continuing education of group fitness staff.
- Coordinates all aspects of non-credit group fitness instructional programs to include, but not limited to, develops class offerings, secures facility reservations, determines schedule of activities, and secures qualified instructors.
- Assists in planning, promoting, and implementing the annual calendar of events, including special events.
- Assists in generating program publicity and public relations administration for all programs and services; responsible for all communications and promotions to staff and participants.
- Plans, develops, establishes, and implements short-term and long-term goals, objectives, policies, programs, budgets, and equipment plans for group fitness and non-credit instruction.
- Compiles statistical data and provides and maintains reports used in the assessment and revision of goals, policies, and procedures.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, or related field		5 years of	Experience in university or corporate health/fitness setting	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of recreation and sports management/administration to include program design, training, instruction, risk management, safety and liability guidelines.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Cardiopulmonary Resuscitation (CPR)		Upon Hire	Required	And
	AED (automated external defibrillator)	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.