
Auburn University Job Description

Job Title:	Asst Dir, Group Fitness	Job Family:	No Family
Job Code:	AE45	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

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.

Essential Functions

1. Oversees the scheduling of group fitness classes and activities.
2. Develops assessment tools to monitor programs and services, ensuring that outcomes are consistent with established goals and objectives.
3. Develops risk management and emergency action plans and policies for group fitness programs.
4. Oversees the training and continuing education of group fitness staff.
5. 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.
6. Assists in planning, promoting, and implementing the annual calendar of events, including special events.
7. Assists in generating program publicity and public relations administration for all programs and services; responsible for all communications and promotions to staff and participants.
8. 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.
9. Compiles statistical data and provides and maintains reports used in the assessment and revision of goals, policies, and procedures.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education, or related field
Experience (yrs.)	5	Experience in university or corporate health/fitness setting

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

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

Certification or Licensure Requirements

CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator)

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 10/11/2011
