

JOB INFORMATION

Effective Date	11/21/2022
Job Code:	3559
Job Title:	Coordinator, Fitness and Wellness
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	70-Service, Maintenance
Job Function:	Student Health & Wellness
Job Family:	Physical Fitness
Job Summary	The Coordinator, Fitness and Wellness provides leadership, oversight, and empowers professional and student staff to develop and foster fitness/wellness programs to promote student learning, development, and success. Responsible for the creation and professional oversight of a comprehensive fitness and wellness program including, but not limited to: personal training (both individual, small group, and boot camp formats), group fitness classes (traditional and special event formats), educational components (health/wellness fairs, special events, social media, poster series, video series, etc.), and wellness programming.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in recreation, sport management, physical education or a closely related field.	Required	
Master's Degree	Degree in recreation, sport management, physical education or a closely related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Minimum one year of experience in group fitness and personal training programming.	Required	
Less than 3 yrs	Three years of collegiate recreational fitness operations and instruction.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Nationally Recognized Certification (PTA Global, ACSM, ACE, AFAA, NSCA, NASM, American Red Cross First Aid, CPR, and AED) in Group Fitness, Personal Training and/or Specialized Group Fitness/Small Group Training Certifications.	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of fitness and wellness programming and instructional best practices.	Skilled
• Knowledge of fitness initiatives, advancements, certifications, trainings, etc. related to personal/group trainings.	Basic
• Skilled in various computer software needed to perform above duties (Microsoft Office Suite, web-based fitness software.	Basic
• Skilled in identifying the developmental needs of others and coach, mentor, instruct, etc.	Basic
• Ability to research and administer fitness initiatives related to personal training, group fitness, and wellness education.	Basic
• Ability to create and coordinate special events related to fitness/wellness.	Basic

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Provide leadership, direction and oversight for wellness initiatives and programs, personal training, group fitness, small group training, fitness assessments, and fitness areas. Recruit, hire, schedule, train, supervise, mentor and evaluate fitness and wellness graduate assistants, program assistants, interns and other student employees.	15%
• Conduct monthly staff meetings and provide continual training for Fitness and Wellness employees. Teach, lead and implement training courses to certify and educate group fitness instructors, small group training coaches, and personal trainers based on accredited curriculum.	10%
• Provide feedback regarding the safety and risk management of programs, equipment and facilities. Conduct daily visual inspections and monthly formal inspections of equipment and facilities. Immediately report safety concerns to the Director for Campus Recreation and Wellness and submit needed work orders to vendors.	15%
• Prepare and implement budgets and strategic, operational, purchasing, or maintenance plans. This includes annual budget projections, cost mitigation strategies, programming expenses, and developmental funding for advancing fitness staff.	10%
• Use computer skills and software to manage fitness and wellness administration and programming needs. Software would include InnoSoft Fusion, Microsoft Word, Microsoft Teams, Zoom, and other platforms.	10%
• Track attendance, participation, or performance data related to fitness and wellness events. Maintain records, prepare and analyze statistical reports, evaluations, participation surveys, and program policies and procedures. Evaluate Fitness programs, policies and procedures, and general assessment through participant evaluations and staff input. Assess and report student learning outcomes. Complete required reports on a monthly, semester, and annual basis.	10%
• Work collaboratively with UHCL and non-UHCL partners on programming and events focused on health, wellness, and wellbeing.	10%
• Approve Time & Labor payroll (daily/weekly) for Fitness and Wellness employees.	5%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Teach fitness classes to improve strength, flexibility, cardiovascular conditioning, or general fitness of participants as needed on a weekly/semester basis. 	5%
<ul style="list-style-type: none"> Other related duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description