

SOUTHERN CONNECTICUT STATE UNIVERSITY
New Haven, CT

POSITION DESCRIPTION

Position Title: Assistant Coordinator of Recreation and Fitness
Rank: Administrator III
Supervisor's Title: Coordinator, Recreation and Fitness

POSITION SUMMARY:

The Assistant Coordinator of Recreation and Fitness is responsible for assisting with the overall development, coordination and evaluation of a comprehensive recreation, fitness, intramural and club sport program. Under the leadership and supervision of the Coordinator, the Assistant Coordinator provides oversight for fitness center operations & programming, student employee training and development, and health and safety to ensure the delivery of comprehensive, coordinated, and innovative programs and services. The Assistant Coordinator provides leadership for all marketing of programs and services. This position may involve occasional night and weekend event attendance.

POSITION RESPONSIBILITIES:

Assists in administering a comprehensive recreation, fitness, intramural and club sport program which are dedicated to providing opportunities for recreation and fitness that develop healthy and engaged citizens.

Assists the Coordinator in managing, leading, and directing the operational, financial, and personnel functions for other departmental programs and services.

Oversees the daily operation of the fitness center, open recreation and the recreational component of open swim. To include developing budget for fitness/recreation, providing direct leadership for fitness and recreation programming, and the recruitment, hiring, training, and evaluation of fitness and open recreation staff. Assures compliance with health and safety standards and certification of lifeguards.

Maintains CPR/AED instructor certification and instructs CPR/AED certification courses for department student staff, university assistants, and graduate interns.

Manages departmental certification records and ensures compliance for personal trainers, fitness instructors, lifeguards and other student employees. Collaborates in the development and implementation of risk management measures and operational policies for all recreation and fitness activities and events including all necessary emergency personnel.

Assist the Coordinator by managing departmental applications and software accounts for recreation and fitness programs; Manages accounts, coordination with OIT, onboarding, training and acts as liaison to the platform for troubleshooting and implementation of product updates.

Collaborates with the Coordinator in the procurement, inventory, repair, and replacement of facility equipment. Develops an equipment preventive maintenance program including in-house responsibilities and an external preventive and repair service contract to achieve maximal longevity of equipment.

Develops and oversees departmental marketing plan; Manages content for departmental website, email accounts, social media accounts, and other channels to communicate with participants and promote recreation and fitness programs and services.

Engages in partnerships with all segments of the university community and local partners to enhance the educational, well-being and leadership development of students. This includes acting as a facilitator for Human Performance, academic department interns and visiting graduate interns.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Acts in the absence of the Coordinator of Recreation & Fitness.

QUALIFICATIONS

Master's degree in recreation administration, sport management, exercise physiology, physical education, kinesiology or related field; three years of experience in recreation and fitness programming or related area; Additional requirements include: strong working knowledge of best practices in fitness and recreation programming and operations; direct experience working successfully with diverse populations, demonstrating multicultural competence, and demonstrating a clear passion for social justice; effective written and oral communication skills with the ability to deliver information in a clear, concise and articulate manner; and the ability to work collaboratively and effectively with others.


Preferred qualifications include: progressive management and supervisory experience; demonstrated knowledge of recreation, health, nutrition, and fitness; ability to articulate student wellness as a contributor to retention and graduation; budget development and fiscal management experience; ACSM Certified Exercise Physiologist, NSCA strength and conditioning certification, AFAA group exercise instructor certification, or equivalent; and CPR certification.

These qualifications may be waived for individuals with appropriate alternate experience.

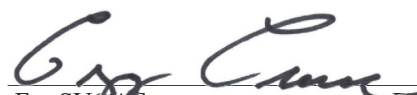
FLSA Exempt

June 2021

Tracking# 21071201GC

 7/12/2021

For the University Date

 07/12/2021

For SUC/AF Date

APPENDIX B
SUOAF-AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position title &

rank: Assistant Coordinator of Recreation and Fitness, Admin III

University: Southern

Date: 07/12/2021

Level 1, Day 0 – Univ. Chief Human Resources Officer creates and presents package to Chapter level SUOAF designee for review. Attachments shall include the following items where applicable: (1) a copy of this form; (2) new and former position descriptions; (3) salary, rank, and rationale; and (4) any additional information required.

Initiating president or designee

LaKecia Anderson, University HR Administrator

Date presented to univ. SUOAF rep.

SUOAF univ. review & recom. by

Rob DeMezzo, SUOAF-SCSU Chapter President

Date of SUOAF university review

06/29/2021

The above-mentioned package has been forwarded to the Local Union by the university Chief Human Resources Officer. Date: 06/29/2021

Level 2, Not to exceed 10 working days after receipt – Statewide SUOAF review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval, SUOAF shall return all materials to the initiating University Chief Human Resources Officer or designee.

SUOAF Local Pres./desig.: Gregg Crerar

Date: 07/12/2021

Disposition at SUOAF Local level: approve proposed rank & salary

disapprove proposed rank & salary

Comments or recommendations: Tracking# 21071201GC

Date returned to Univ. Chief Human Resources Officer: 07/12/2021

Level 3, Not to exceed 10 working days after receipt – Univ. Chief HR Officer brings paperwork to Council on Employee Relations meeting for review. If no further issues arise, the form is signed by and remains with the Chancellor/designee. If significant changes are required, docs. are returned at Level 1. Minor changes may be affected by appropriate phone consultation.

Date considered by CER: 7/12/2021

Disposition at Council Level: approve disapprove

Comments or Recommendations:

Chancellor/designee: *Steve Allgeier* Date: 7/12/2021

The Univ. Chief Human Resources Officer will provide a signed copy of this form to the SUOAF chapter president.