

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Student Life - Health, Wellness & Recreation**

Job Code: **3563**

Pay Grade: **030** FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree- Health, Human Performance, Fitness or related field	Master Degree - Health, Human Performance, Fitness or related field
Experience	Minimum two years in Health Fitness Training/experience with fitness equipment and facilitating wellness and recreational programming	Developing and implementing wellness/fitness programs on a university/college campus.
License/Certification	CPR/first aid certification mandatory.	Preferences given to those candidates with appropriate health related licenses which include personal fitness training, exercise training, strength, wellness, safety, first aid.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

The Coordinator of Student Life for Health, Wellness and Recreation is responsible for the day to day functions of the 3,000 sq ft fitness center including the hiring, scheduling, training and supervising student workers staffing the facility as well as developing and facilitating a campus-wide wellness and recreation program for students and staff. Some weekend and evening hours required. In addition, the Coordinator monitors equipment use and schedules maintenance on the machines as needed. Programming will include supporting and developing rec sports offerings, wellness workshops, newsletter articles, and the development of new programs and personal trainer opportunities. Furthermore, the coordinator recommends to the Assistant Dean of Student Life policies and procedures based on assessment of facility use and trends, characteristics of users, equipment use, requests and complaints.

Duties and responsibilities	% Time
Fitness Center - Oversees the day to day operations of the FC; recommends and assists in establishing policies and procedures. Hires, trains, schedules, and supervises the student staff. Markets membership to the employee population. Educates users. Facilitates budget.	25
Wellness Program - Develops and coordinates wellness and health related programs that target a diverse student population. This includes the creation of flyers, web sites, programs, wellness audits and special events.	25
Recreation Program - Supports student groups in their desire to sponsor various student related recreational events. Coordinates various recreational campus wide sporting events through out the school year.	25
Oversees the use of and maintenance of the fitness equipment. Misc - Collaborates and participates closely with the Student Life Office to fulfill the overall office mission. Other duties as assigned.	15

Collaborates closely with various stakeholders including the Human Performance program, UHCL-PD, HR Training program, Career & Counseling Services and the Health & Disability Services, and Facilities Maintenance Construction (FMC) creating partnerships to ensure a well rounded wellness program.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.