

# University of Houston – Clear Lake

## Position Description

Job Title: **Assistant Director, Recreation & Fitness**

Job Code: **3560**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree in Health, Human Performance, Kinesiology or a related field.	Master's degree in Health, Human Performance, Fitness or a related field
Experience	Two years of experience in Recreational/Intramural Programming or Health Fitness Training to include experience with fitness equipment.	Experience developing and implementing wellness/fitness programs and or personal training on a university/college campus.
License/Certification	CPR/first aid certification mandatory (must be obtained immediately upon hire if not current).	Preferences given to those candidates with certifications through the ACSM or NSCA or willingness to sit for the exams within one year of hiring.

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

### POSITION SUMMARY

The Assistant Director, Recreation & Fitness is responsible for developing recreation and wellness programming for students as well as managing the day to day functions of the 3,000 sq ft fitness center including; hiring, scheduling, training and supervising student workers and staffing and training others in the facility. Programming responsibilities will include supporting and developing a calendar of rec. sports offerings with student staff and/or a Recreation Specialist, wellness workshops, newsletter articles, and collaborations with other departments. In addition, the coordinator monitors equipment use in the fitness center and schedules maintenance on the machines as needed. Furthermore, the coordinator recommends to the Acting Director of Student Life policies and procedures based on assessment of facility use and trends, characteristics of users, equipment use, and requests and complaints. Financial responsibilities include the management of Student Service fee and income accounts. Some weekend and evening hours required.

Duties and responsibilities	% Time
Recreation Program - Create and maintain a regular series of recreation and/or intramural events for the student population throughout the year. Supports student groups in their desire to sponsor various student related recreational events.	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
Fitness Center - Oversees the day to day operations of the Fitness Center. 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 and generate income.	25
Collaborates closely with various stakeholders (internal & external) including the Human Performance program, UHCL-PD, HR, Career & Counseling Services and the Health & Disability	10

Services, and Facilities Maintenance Construction (FMC) and external health/wellness organizations, creating partnerships to ensure a well rounded wellness program.	
Oversees the use of and maintenance of the fitness equipment. Collaborates and participates closely with the Student Life Office to fulfill the overall office mission. Other related duties as assigned.	15

***This position description describes the general qualifications, duties and responsibilities of work being performed.***