



Position Description

Student Fitness Coordinator for Group Exercise

Responsibilities

- Assist with management of the Group Exercise programs.
- Ensure cleanliness and proper equipment available in each of the four studios and studio closets (replace missing items including pens and class numbers).
- Providing class sign-in sheets and collecting the sheets weekly.
- Assist with staff training and educational workshops each semester.
- Training new staff members on stereo and equipment usage.
- Assist with statistical data by entering the demo sheets on the spreadsheet weekly.
- Assists with hiring, training and evaluation of group exercise instructors, group exercise supervisors and class monitors.
- Attend and evaluate a minimum of one (1) group exercise class per week.
- Distributes group exercise surveys each semester, collects and organizes surveys for distribution to staff.
- Check fitness email daily to communicate with patrons interested in nutrition assessments.
- Assist with the scheduling of Nutrition Assessments with contract dietitian.
- Assist each semester with American Council on Exercise (ACE) Group Exercise Course.
- Upkeep of studio equipment (organize closets, inventory).
- Collect peer evaluations weekly and provide instructors with feedback.
- Assist with the preparation and running of staff meetings.
- Attendance at all mandatory meetings and trainings.
- Represent Fitness & Wellness as a member of the Student Leadership Team.
- Perform other duties as assigned

Expectations

- Demonstrate positive leadership qualities.
- Presents a professional appearance and attitude.
- Maintains a high standard of customer service.
- Leads by example.
- Demonstrate strong initiative.
- Demonstrates an understanding of diversity.
- Acts an ambassador for Campus Recreation both at work and away.

Minimum Qualifications

- Must be currently enrolled at UTSA, with a minimum GPA of 2.25.
- First Aid, CPR and AED certified.
- Current Group Exercise Certification(s) and/or completed the UTSA American Council on Exercise (ACE) Group Exercise Course.
- Previous work experience with Campus Recreation in a university setting.
- Working knowledge of the sound system in the group exercise studios.
- Completion of all four sessions of the Campus Recreation Supervisory Series.

Working Conditions

- Maximum hours allowed per week are 19 (average 15)
- Work will take place at the Main Campus.
- Work shifts include morning, afternoon, evening and weekend hours.
- Some required holiday hours.

Pay Rate

- Starting pay: \$9.00/hour