



Position Description

Student Fitness Coordinator for Personal Training and Fitness Assessments

Responsibilities

The personal training/assessment coordinator assists the assistant director with organizing all components of the personal training and fitness assessment programs. Job duties include:

- Checking the fitness e-mail daily and scheduling fitness assessments.
- Collect personal training sign-up sheets daily from the Membership Services Desk.
- Communicate with personal trainers regarding upcoming fitness assessments and new clients on a daily basis.
- Recording fitness assessments in each personal trainer's Outlook calendar.
- Assist with evaluations of personal trainers each semester.
- Responsible for training of new personal training staff members in the area of equipment usage, the Outlook Calendar and fitness assessments.
- Communicate with the Assistant Director regarding all new personal training clients with nutrition packages.
- Maintaining spreadsheet of personal training clients and nutrition package usage.
- Assist with scheduling issues related to personal training and fitness assessments.
- Assist with American Council on Exercise (ACE) Personal Training Course each semester.
- Maintaining the fitness assessment equipment and organizing fitness assessment room as needed.
- Assist with the preparation and running of staff meetings.
- Attendance at all mandatory meetings and trainings.
- 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 Personal Training Certification through AFAA, ACE, Cooper, NSCA, NASM, ACSM, NESTA, IFFA or completion of the UTSA American Council on Exercise (ACE) Personal Training Course.
- Previous work experience with Campus Recreation in a university setting.
- 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