



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 11/15/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Coordinator, Recreation and Fitness Programs
Status: Full-time, Calendar Year Appointment, Non-Standard Work Week
(Nights and Weekends Required)
Grade: 10
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Athletic Director, Recreation

PRIMARY PURPOSE:

Plan, develop, implement, coordinate and supervise programs and activities that are recreational and fitness-oriented in nature, with special emphasis on student programming.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Oversee the management and safe daily operation of the Recreation Center's cardiovascular/weight training area including the upkeep of current records on maintenance, policies, and usage.
- Assist the Assistant Athletic Director in the overall and safe management of the Recreation Center's venues to include marketing, strategic planning, membership registration, fiscal accountability, and staff recruitment, training and supervision.
- Develop, implement and supervise all programming that emphasizes lifetime health and fitness goals with the background to include assessment, education, risk reduction, etc.
- Develop, organize, and manage all programs directed towards the campus community (students, student-athletes, faculty and staff) that specifically target cardiovascular endurance, muscular strength, flexibility (i.e., aerobics, weight training sessions, jogging clubs, etc.).
- Develop, organize and manage strength and conditioning programs that directly enhance the performance of student-athletes.
- Develop, implement and supervise special events and workshops that support good cardiovascular health (i.e., running workshops, health fairs, etc.).
- Assist in the research, purchase, and maintenance of program equipment.
- Maintain an ongoing inventory of all recreational and fitness equipment.
- Assist in departmental fundraising activities.
- Assist in community outreach activities.
- Ability to work non-standard hours, including nights and weekends.
- Develop, market and manage the group exercise program based on current trends, in order to provide innovative opportunities to meet the needs of participants
- Provide a variety of wellness opportunities to serve the needs of a diverse and inclusive student population.
- Promote all fitness and wellness related programs to include social media, website content and campus promotions with emphasis on student.

- Manage current student incentive programs and recommend in advance other incentive ideas within the resources available.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Athletic Director or Director.

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor's degree in physical education, recreation, sport's administration or related field.

Experience:

At least two years' experience gained by working in a recreational related setting with some emphasis on fitness programming and management.

Skills, Knowledge and Abilities:

- Good interpersonal and communication skills (written and oral).
- Ability to work with a diversified population.
- Possess current nationally recognized certification from NSCA CSCS, NASM PES, SCCCa SCCC, or ISSA SSC or agree as a condition of employment to retain one of these certifications within the first six months of employment.

PREFERRED:

- Master's Degree in physical education, recreation, sports administration or related field.
- Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.