

ANNOUNCEMENT OF POSITION VACANCY

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Assistant Director, Fitness and Wellness
The WELL
B006F19

The WELL at Sacramento State is seeking an Assistant Director, Fitness and Wellness. The University Union Operation of CSUS (Union WELL Inc.) is an auxiliary of California State University, Sacramento and is a California 501(c) 3 not-for-profit corporation. The corporation consists of the facility operations and programs of two buildings: The University Union and The WELL (Recreation & Wellness Center). The University Union facility, totaling approximately 220,000 square feet, currently houses food service operations, retail operations, multiple meeting and conference spaces, Associated Students, Inc., Student Organizations and Leadership offices, Women's Resource Center, PRIDE Center, KSSU Student Radio, Public Information Desk, Games Room, Union Gallery, Terminal Lounge (music/video digital media), Student Computer Lounge, Meditation Room, computer and printer workstations throughout the building, a University Police Service Center, and various open lounge spaces. The WELL, totaling approximately 150,000 square feet, houses three fitness studios, a cardio suite, two fitness floors, a multi-activity court, four basketball courts, a rock climbing wall, four racquetball courts, an indoor running track, locker rooms, and conference center. The WELL is also home to Student Health and Counseling Services. The facilities provide services to over 31,000 students, as well as faculty and staff on campus.

CONDITIONS OF EMPLOYMENT: This is a full-time, exempt from overtime, benefited position, covered under the California Public Employees' Retirement System. Continued employment in this position is dependent upon the mutual consent of University Enterprises, Inc. (UEI) and the employee, and either University Enterprises or the employee can, at any time, terminate the employment relationship at will, with or without cause.

RATE OF PAY: \$4,353 - \$6,529 per month

MINIMUM QUALIFICATIONS

Bachelor's Degree required in Physical Education, Kinesiology/Exercise Science, Recreation, Sports Management, Exercise and Nutritional Sciences, or a closely related field. Must possess a primary fitness certification in one or more of the following nationally recognized health/fitness organizations: the American College of Sports Medicine, the American Council on Exercise, or another professional recognized association. Must acquire CPR/AED and First Aid Instructor certification within three (3) months of employment. Certification must be kept current. Demonstrated progressively responsible experience in fitness programming and wellness training in a collegiate/community and/or recreation or health club setting with experience in conducting personal training and group fitness programs. Demonstrated progressively responsible experience in the use, instruction, and management of fitness equipment. Demonstrated supervisory or management experience. Demonstrated experience in selecting, training, coordinating, evaluating, and supervising a diverse work force. Knowledge of personnel management, budgeting, and facilities management. Ability to direct management goals, to facilitate change and to create and implement innovative programs. Excellent verbal and written communication skills. Ability to compile, prepare, and write and review reports. Experience working in a multicultural environment. Demonstrated ability to work in a high-pressure environment and to establish and maintain effective working relationships with a variety of staff and the surrounding community. Must be fingerprinted and pass a background check. Must continue to meet the established standards.

PREFERRED QUALIFICATIONS:

Master's Degree in Physical Education, Kinesiology/Exercise Science, or related field. Demonstrated experience in large student recreation centers, student activities programs, and residence life or student development. Experience in a large, non-profit corporation. Involvement in related professional societies and organizations.

DUTIES AND RESPONSIBILITIES

The Assistant Director of Fitness and Wellness is responsible for the management of an overall comprehensive fitness and wellness program for all members of The WELL. This person will develop and supervise personal training, non-credit classes, to include exercise classes, wellness educational workshops, and all associated staff. The Assistant Director of Fitness and Wellness will also oversee all fitness areas, equipment, safety, staff training, equipment and facility inspections, and work with the maintenance department to ensure fitness equipment is maintained properly. This person will also be responsible for evaluations and assessments of all programs in the fitness area. This position reports to, and receives general direction from, the Director of The WELL. The Assistant Director of Fitness and Wellness will supervise the full-time Exercise Physiologist, Coordinator of Group Fitness, and part-time fitness staff, including interns, graduate assistants, student assistants, and volunteers. The specific duties and responsibilities are as follows:

01. Ensures the development, coordination, organization, and implementation of a balanced and varied fitness training program and educational wellness program for all customers.
02. Ensures all activities are conducted in accordance with established and approved rules and regulations that address participant's safety as a high priority, as well as established service standards.
03. Develops and implements policies and procedures that will ensure effective day-to-day operations of all fitness related areas.
04. Collaborates with the maintenance department to ensure all fitness equipment is maintained according to manufacturer guidelines.
05. Oversees all fitness equipment safety, purchasing, replacement schedule, and customer use for The WELL.
06. Recommends future modifications to programs using member feedback; makes improvements and recommends innovative opportunities and changes that enhance the programs, equipment, and the facility.
07. Collaborates with other campus departments and divisions in conducting educational counseling and seminars on health and fitness, fitness clinics, and wellness workshops.
08. Implements a comprehensive calendar of fitness programs, including the preparation of each event; to include facility scheduling, equipment requirements, personnel needs, marketing, and assessment.
09. Oversees the ongoing evaluation of all fitness programs, including completing participant evaluations and/or assessments, focus groups, informal discussion, and written program surveys.
10. Works with WELL reservations staff to create a master facility calendar for all fitness programs and events.
11. Analyzes and establishes proper staffing levels to meet program needs.
12. Provides direction to others regarding the management of day-to-day operations; to include hiring, training, and supervision of student assistants, student managers, building supervisors, and overall staff operations.
13. Ensures that employees are provided safety training and attend safety meetings, and that staff conduct daily safety inspections of equipment for compliance with standard industry regulations.
14. Creates and leads a dynamic and motivated staff and volunteer team using high quality processes including hiring, training, development, and evaluation of staff and volunteers.
15. Establishes strong working relationships with other campus departments.

16. Supports and maintains a sound working relationship with all partners in The WELL, in order to create a dynamic and fully collaborative health and wellness program.
17. Responsible for the integration of fitness and wellness programming with Student Health and Counseling Services including but not limited to the "Exercise is Medicine" program.
18. Leads a cross-disciplinary team of health educators and WELL staff that develop collaborative wellness initiatives and integrated programming.
19. Responsible for risk management associated with all areas of direct supervision. Consults as needed with the Director and proposes appropriate policy changes to provide a safe environment for all. Coordinates all activities with the primary risk manager for The WELL.
20. Assists with the management of a strategic planning process that is receptive and responsive to student, faculty and staff input regarding programs and services in The WELL.
21. Responsible for the management and development of financial transactions pertaining to fitness programs, wellness events, and fitness equipment.
22. Creates and manages an annual budget for all activities and programs.
23. Works with design and marketing personnel to promote programs and services within related areas of management.
24. Creates student learning objectives and an assessment program that will demonstrate the attainment of skills, knowledge, and overall personal growth as a result of participation as a student employee, or as a volunteer.
25. Performs other duties of a similar nature as requested by the Director and, when designated, can act in the absence of the Director.
26. Coordinates First Aid/CPR training as needed for all WELL employees.
27. Coordinates staff development to advance employee certification levels in fitness related areas.

FILING DEADLINE: Friday, August 23, 2019

APPLY ONLINE: www.ueijobs.com

Note: This position vacancy is with University Enterprises Inc., an auxiliary organization of California State University, Sacramento. This is not a University position; the incumbent will be an employee of University Enterprises. *University Enterprises operates the, food services, and other commercial enterprises on the California State University, Sacramento campus; it is responsible for grant and contract management and fiscal services for University research and sponsored programs and provides fiscal services to University related agencies and activities. University Enterprises is a non-profit corporation governed by a board of directors in conformance with the appropriate State of California codes and policy directives of the Board of Trustees and the campus administration.*

University Enterprises is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of University Enterprises that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, placement, and promotions will be on a basis of qualifications of the individual for the position being filled, regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, sexual orientation, marital status, medical condition (diagnosis or history of cancer)*, citizenship, veteran status, or physical or mental disability. Any persons who feel that they have been discriminated against in connection with an application for employment should contact University Enterprises' Director of Human Resources at (916) 278-7003. *As defined in Section 12926(F), Government Code 12990.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

In compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, California State University, Sacramento has made crime reporting statistics available on-line at www.csus.edu/police/cleryact.htm. Print copies are available in the CSUS library and by request from the CSUS Office of Public Safety and the Office of the Vice President for Student Affairs.