



DATE ISSUED: 9/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Fitness Programming

JOB SUMMARY

The Supervisor of Fitness Programming is a professional staff position in Fitness and Recreation. The Supervisor of Fitness Programming reports to an Associate Director of Fitness and Recreation and has primary responsibility for the daily management of the group exercise program, personal training program, fitness staff, and care/upkeep for the fitness equipment at Fitness and Recreation. Work is performed under general supervision of the Associate Director, Fitness and Recreation and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Director, Fitness and Recreation

Supervises: Graduate Assistants and Student Assistants

ESSENTIAL DUTIES - May include, but not limited to the following:

- Direct supervision, training, evaluation, and scheduling of group exercise instructors, personal trainers, interns, and fitness staff.
- Develops health education programming for the TWU community.
- Develops and implements comprehensive training programs for student staff.
- Develops, implements, and oversees a comprehensive group exercise program at the Fitness and Recreation center, Houston Campus, and Dallas Campus.
- Develops and implements maintenance and cleaning procedures for group exercise equipment at the Denton, Houston, and Dallas Campuses.
- Ensures that group exercise equipment is operational, serves as the liaison between Fitness and Recreation and equipment vendors.
- Responds to and resolves customer service issues in programming areas.
- Oversees the recruitment and selection process for fitness staff.

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- In conjunction with the Associate Director, develops and implements policies and procedures for areas of responsibility.
- Responsible for managing a budget and payroll for student staff.
- Provides reporting to the Associate Director concerning program participations, usage numbers, concerns, facility maintenance, budgetary information, assessments, and other information as necessary.
- Develops, maintains, and updates a policies and procedures manual for fitness programs.
- Develops, maintains, and updates an employee handbook for fitness program staff.

ADDITIONAL DUTIES

- Assists with special events and functions.
- Supports divisional programs and initiatives.
- Serves on divisional and university committees as needed.
- Performs other duties as requested.

EDUCATION

A bachelor's degree in Kinesiology, Recreational Sports, Sports Management, Leisure Studies, or a related field. Master's degree preferred. Group exercise instructor and personal training certification preferred. CPR/First Aid Instructor preferred. Must be able to obtain preferred certification within six months of hire.

EXPERIENCE

Two years of supervisory experience in a fitness setting is required. Experience in a university setting is preferred.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University. Must be CPR/First Aid/AED instructor within six months of hire.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - *The following are essential:*

- Ability to plan, direct, and evaluate a complex operation, using human resource power, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Knowledge of department and university emergency action procedures.
- Knowledge of department and university procedures for hiring, disciplining, terminating, scheduling, and paying employees.
- Ability to perform CPR and first aid.
- Ability to operate a university-owned vehicle.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Employee must be able to lift and carry approximately 50 pounds. The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.