**Florida Agricultural and Mechanical University**

**ADMINISTRATIVE & PROFESSIONAL**

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>[ ] Establishment [ ] Reclassification [ X ] Update [ ] Transfer</td>
<td>20826</td>
</tr>
</tbody>
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<thead>
<tr>
<th>4. School/College/Department</th>
<th>5. Department Number:</th>
<th>6. Effective Date: (Personnel Use Only)</th>
<th>7. Section:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Campus Recreation</td>
<td>4328 000 71</td>
<td>Auxiliary</td>
<td>8. FTE: 1.0</td>
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<tbody>
<tr>
<td>PRE</td>
<td>NEW</td>
<td>Tallahassee</td>
<td>Leon</td>
<td>9427</td>
<td>Associate Director Fitness, Campus Recreation</td>
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<tr>
<th>16. STATEMENT OF FUNCTION. Describe in detail the specific duties and responsibilities assigned this position. Attach additional sheets, if necessary, to properly describe the position.</th>
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<tbody>
<tr>
<td>Reports to Director of Campus Recreation. Develops and directs fitness and wellness activities to serve the university community. Such activities include weight room management, aerobics classes, fitness testing, nutritional education, alcohol and drug educational seminars, personal fitness training and conditional classes. Must produce semester and annual reports of the Fitness Center and its programs. Responsible for all other duties reasonably assigned by the director.</td>
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16B. Marginal Functions of the Job
Facilitate provisions of other support services outside of department such as access to financial aid and scholarships, participation in division or university projects

16C. Program Direction and Development -
Directly responsible for daily operations of the Fitness Center and its related programs. Establishes a diversified program of activities related to health and fitness based on level of interest as well as the availability of time, facilities and other resources. Works toward the introduction of innovative programs and activities keeping with current trends, i.e., Tai Chi, Yoga, Kickboxing, etc. In the coordination of such programs, consideration will be paid to the varying skill levels of the participants by providing activities at different degrees of difficulty.

16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Must maintain daily contact with all elements of the university community. Must also work cooperatively with other university and local agencies, including but not limited to the Institute of Public Health, Center for Human Development, Student Health Center, American Red Cross and Weight Watchers.

17. POLICY MAKING INTERPRATION:
Assists the Director in the coordination of in-house safety programs and policies to include CPR and First Aid Response Programs. Assists and follows up on all departmental accident reports. Inspects, assesses, repairs, and maintains all equipment used for the Fitness Center. Assists in the recommendation and purchasing of cardiovascular and muscular development equipment. Assists in updating manuals governing staff examinations, policies and procedures, and the training of aerobics instructors.
18. SUPERVISOR'S POSITION:
The Fitness Coordinator exercises independent judgment and discretion in the operation of the program. This position is given general guidelines and reporting directives. The Fitness Coordinator reports directly to the director.

19. SUBORDINATE UNITS:
State organizational units under your direct supervision; include class titles and position numbers of positions directly supervised. Evaluates staff and provides remediation plans as necessary.

Recruits, hires, trains, schedules and evaluates all personnel related to the Fitness Center and aerobics programs. Such personnel include:
- Fitness Center Supervisor:
- Facility Monitors
- Personal Trainers
- Aerobics Instructors
- Facility Custodian

20. MONETARY RESPONSIBILITY:
Assists Director in developing and annual budget that properly addresses the fiscal needs of the department as the relate to the growth and expansion, staffing issues and equipment purchasing.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA
The disclosure of which would be prejudicial to the successful operation of the University.

In some situations, one may be responsible for handling confidential data. In these instances, the employee must adhere to the laws relating to the confidentiality of the information regarding student and staff evaluations. Additionally, when legalities do not dictate the manner in which sensitive information should be addressed, The Fitness Center Coordinator is expected to handle all matter with discretion and sound judgement.

22. KNOWLEDGE/SKILLS/ABILITIES:

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications:

Preferred Qualifications:
- Master's degree required or bachelor's degree in recreation, physical education, or related field with two years of relevant experience at the collegiate level.
- Must be able to respond swiftly and appropriately to extraneous situations and inquiries which often occurs during related activities.
- Must be physically capable of caring for the fitness equipment which often involves the lifting and maneuvering of heavy weight.
- Must exhibit strong supervisory and interpersonal skills, along with the ability to relate to a diverse student body.
- First Aid/CPR certification/or certified recreation sports specialist certificate, AESM, or other nationally recognized training preferred.
REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply. This position requires:

· A background check and/or fingerprinting. Florida Statutes.

· A childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

· This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

· This position requires licensure, certification or other special requirements described below. Licensed or licensed-eligible as a psychologist in Florida upon hire. If licensed-eligible, must obtain license within one year of hire.

24. SIGNATURES:

Incumbent ___________________________ Signature ___________________________ Date ___________________________

Immediate Supervisor ___________________________ Signature ___________________________ Date ___________________________

Reviewing Authority ___________________________ Signature ___________________________ Date ___________________________