**JOB TITLE:** Fitness Program Assistant

**POSITION PURPOSE:** Position responsibilities include assisting the Fitness Associate Graduate Hourly and Assistant Director of Fitness Programs in various office responsibilities for the operation of the Fitness areas, Weight Room, Personal Training, and Group Fitness programs. The Program Assistant will primarily assist with coordinating fitness hiring cycles, trainings, and equipment replacement plans.

**TYPICAL JOB DUTIES:**

1. *Management of Fitness Program:*
   - Assigning new clients to personal training staff.
   - Track progress of training sessions between client and personal training.
   - Create reports pertaining to different aspects of the Fitness program.
   - Assist with advertising and marketing of Fitness program as needed.
   - Manage Subbook
   - Draft schedules
   - Sub classes and perform fitness assessments if sub is not available.
   - Manage and audit billing and revenue generating reports of Fitness programs.
   - Aid with any education training of Fitness staff which includes leading workshops and meetings.
   - Responsible for leading and keeping the Personal Training Prep up-to-date and scientifically accurate.
   - Responsible for interviewing and on-boarding new Fitness employees.
   - Assist with the payroll procedures for Fitness staff.
   - Review client paperwork, personal trainer files, and group fitness statistics.
   - Respond to fitness area, weight room, and participant complaints and concerns
   - Become a part of the strategy to increase the depth and quality of our student work force.

2. *Additional Utilized Skill Sets:*
   - Demonstrate superior interpersonal skills with staff and clients.
   - Attendance at all Personal Training and Group Fitness Staff meetings is mandatory including retreats and/or workshops.
   - Customer service is a MUST in this position and all matters should be held in the most professional manner possible. Direct professional supervisor should be copied in on all communications, as well as updated when verbal interactions occur in regards to customer service.
   - Awareness of and appreciation for individual uniqueness, diversity, and changes in fitness standards.

3. *Practice proper safety procedures:*
   - Respond to any injuries and complete the Accident Report form.
   - Up-to-date certifications in CPR/AED/BBP/First-Aid.
   - Current certification (ACE, ACSM, NASM, AFAA, & NSCA) or specialty license/certification.
   - Ensure a safe environment for all patrons.
   - Must have a superior knowledge of all fitness facilities, EAP policies and procedures.
   - Report all equipment needs to Assistant Director of Fitness Programs: MP rooms, PT studios, Weight room, and Cardio areas.

**JOB KNOWLEDGE/SKILLS REQUIRED:**

1. Thorough knowledge of Campus Recreation’s policies and procedures.
2. The ability to communicate effectively with facility patrons.

**SUPERVISORY DUTIES:** Supervise Fitness staff and take on more duties when the Assistant Director is absent.

**REPORTING LINE:** The Fitness Program Assistant reports directly to the Assistant Director of Fitness Programs. The Assistant Director of Fitness Programs reports to the Associate Director.

**REQUIRED QUALIFICATIONS:**
- Must be at least a Level 2 Trainer and/or one year experience as a Group Fitness Instructor
- Ability to be highly organized and have good planning skills.
- Excellent oral and written communication skills.
- Capability to work with diverse populations and those with special needs or limitations.
- **PREFERRED QUALIFICATIONS:**
  - Extensive knowledge of exercise physiology and kinesiology, safe training procedures, exercise program implementation, and the proper use of cardiovascular resistance, free weights and related fitness equipment.
  - Maintain current NASM, ACSM, NSCA, ACE, or other nationally recognized personal training certifications approved by the Assistant Director of Fitness Programs
  - Previous experience in instructing, training, and supervising in a fitness environment.

**TIME COMMITMENT** – Fitness Program Assistants will work a variety of different hours depending on time of the year. Fitness Program Assistant is expected to instructor classes and take clients during break periods as needed. The Assistant Director of Fitness Programs will set the expected scheduled hours before each semester begins.

**EVALUATIONS** – Performed by the Assistant Director of Fitness Programs.