



Classification Description

Job Title: Fitness and Intramural Specialist

Pay Grade: 20

Job Code: 3715

FLSA Status: Exempt

Job Purpose

Working under the general direction of the Coordinator, Fitness & Campus Recreation, this position is responsible for managing the daily operations and staffing of the campus recreation and intramurals program to ensure successful activities and events. In addition, this position assists as needed in the management of the fitness center and its programs.

General Responsibilities

Essential Functions

Develops, implements and evaluates recreation programs including comprehensive risk management procedures, policies, travel, staff and leader training, supervision protocols and evaluating program budget needs.

Develops, implements, promotes, supervises and evaluates a variety of intramural leagues, non-traditional sport programs, tournaments and events to meet the needs of the campus and the community. Expands breadth of intramural offerings for the FSW community by assessing the needs and wants of the campus community, reviewing current offerings, benchmarking peer institutions, and developing new leagues and tournaments.

Creates and maintains weekly staff schedules to ensure appropriate coverage of the fitness center and its programs.

Develops procedures and policies, for leagues, events and game site protocols. Organizes and effectively disseminates program rules and information to patrons to best enhance the participant experience.

Manages program registration, league schedules, and activity results and standings through appropriate programming software. Coordinates with facility personnel for scheduling and operations of intramural programs.

Supervises intramural events by frequent on-site presence and availability throughout the seasons to answer questions from officials and participants, helps maintain control during games, and helps enforce intramural sports rules and regulations including maintaining a high level of sportsmanship and penalizing unsporting behavior. Behaves in a professional manner when on duty or participating in the intramural program.

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Collaborates with Coordinator, Student Affairs in regards to ejected participants and other disciplinary cases involving intramural participants.

Identifies and implements revenue-generating recreational sports offerings.

Implements proper risk and liability management measures to ensure well organized and safe activities and events. Monitors safety hazards such as weather conditions and coordinates emergency procedures while ensuring the safety of intramural participants by inspecting play area and equipment prior to the start of games/events.

In collaboration with the Marketing and Media department, develops and coordinates promotions, publications, and marketing strategies that encourage and invite participation in programs and makes recommendations as appropriate to the Coordinator, Fitness & Campus Recreation. Maintains intramurals web page and participant database.

Assists in the preparation and presentation of the annual budget needs for supervised programs.

Researches and purchases equipment as necessary and budgeted. Inventories and manages all intramural sport equipment and uniforms; evaluating inventory each semester and making recommendations to discard old and purchase new equipment/uniforms when needed.

Creates and maintains an inclusive environment by ensuring leagues and tournaments have appropriate divisions that represent the demographics of all FSW students.

Develops and implements new ideas/concepts that will improve the department and programs, sustain current programs, maintain high facility standards, and provide excellent customer service.

Develops annual goals, learning outcomes and appropriate assessment tools.

Recruits, hires, trains, supervises, mentors, and evaluates student assistants, sports officials and other personnel needed for the implementation and management of the facilities and programs. This includes development of pre-season training sessions and in-service training and testing.

Coordinates daily facility maintenance including equipment cleaning, preventative maintenance, and work requests. Schedules personnel for events.

Maintains the inventory system for the accurate tracking and safety of equipment.

Assists in the utilization of membership, facility, and league management software systems.

Prepares semester and annual reports demonstrating evidence of program accomplishments.

Conducts tours for student and new hire orientations and prospective members.

Performs other duties or projects, as assigned.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in Physical Education, Recreation, Sport Management, or related field.

One (1) year of experience in managing intramural and/or fitness programs and personnel. Appropriate combination of education and experience may be substituted.

Experience in development and implementation of extensive staff training and evaluation programs.

Demonstrated experience with program development, safety and risk management. Strong organizational, interpersonal, and communication skills.

Ability to work a flexible schedule including nights and weekends.

Ability to demonstrate sensitivity and a strong commitment to working with a diverse student and faculty/staff population, along with the ability to demonstrate creativity, sound judgment, professionalism and dedication, and practice of sound student development principles.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

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- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking and carrying equipment. On occasion, incumbents may be required to lift 40 or more pounds.

Environmental: Normal general office with occasion of outside working conditions.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: Approved May 18, 2017. Revised: February 6, 2020.