Classification Description

Job Title: **Coordinator, Recreation and Wellness** **Pay Grade:** **107**

Job Code: **4397** **FLSA Status:** **Non-Exempt**

Job Purpose

The Coordinator, Recreation and Wellness is responsible for Recreation & Wellness on all FSW campuses. This position reports directly to the Director, Student Involvement, and will implement and evaluate health and wellness initiatives and programming for all FSW campuses while also maintaining the safety and security of the Fitness Center at FSW.

General Responsibilities

Essential Functions

Manages all aspects of the Fitness Center located in the Suncoast Credit Union Arena on FSW's Thomas Edison Campus. Oversees the management of the front desk of the Fitness Center including membership tracking and the user access system at the entrance to the Fitness Center.

Develops and implements policies and procedures as they relate to the use of the Fitness Center.

Creates and maintains weekly staff schedules to ensure appropriate coverage. Develops administrative training manuals.

Manages fitness equipment maintenance, including recommending, purchasing, and supervising installation of equipment. Maintains logs of fitness equipment repair and usage; and interfaces with vendor(s) for leased equipment and purchased equipment needs and assessment. Establishes and monitors a preventative equipment maintenance and repair program; researches and recommends new exercise equipment and develops a short and long-term replacement schedule.

Tracks and documents all staff certifications including, but not limited to, personal training certifications, American Heart Association CPR and First Aid trainings and group fitness certifications.

Contributes to the development of the Fitness Center risk management plan and implements practices to minimize risk to ensure that staff and participants adhere to the policies and procedures associated with the safety of the program.

Establishes and manages Recreation and Wellness off campus activities.

Responsible for hiring, training, and scheduling for student staff.

Creates and implements wellness programs, education, and training for all FSW campuses.

Works directly with FSW Athletics staff to coordinate use of the Fitness Center for athletic training needs. Schedules other areas of the arena with Auxiliary Services.

Promotes and maintains social media site, Bucs Corner, for Recreation and Wellness.

Manages Campus Recreation and Wellness budget.

Implements wellness initiatives for all FSW campuses.

Oversees intramural sports programs on all four FSW campuses, ensuring the development, coordination, and promotion of competitive and recreational sports leagues and tournaments.

Responsible for recruiting, training, and supervising student staff and officials for intramural events.

Develops policies, procedures, and risk management strategies to ensure the safety and success of all intramural activities.

Collaborates with campus partners to increase student engagement and participation in intramural programs.

Evaluates and assesses intramural offerings to ensure alignment with student interests and institutional goals.

Evaluates and assesses wellness initiatives and programming.

Evaluates and assesses fitness center use, equipment, and expectations.

Meets weekly with Student Involvement team for one on ones and staff meetings. Manages community partnerships that promote health and wellness on all FSW campuses.

Administers and communicates appropriate risk management procedures for a consistent and safe programming environment and providing assessment measures as part of the maintenance, enhancement, and/ or elimination of programming, training, special events, and program initiatives.

Assists with Student Involvement team to assist with programming, training, and campus partners for all FSW campuses.

Serves on various campus committees, as assigned.

Performs other duties as assigned.

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 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.

Three (3) years full-time professional and progressive experience in managing fitness programs and personnel. An 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.
- Ability to work evenings and weekends.
- 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.
- 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: April 30, 2025.