BCGEU POSITION DESCRIPTION

POSITION TITLE: Fitness & Wellness Coordinator
JOB NUMBER: 587
REPORTS TO: Manager, Sport & Recreation
INCUMBENT:
DEPARTMENT: Sport & Recreation
DATE CREATED: August 2016
JOB CLASS: 13
DATE REVISED: November 2022

PRIMARY FUNCTION:

Develop and coordinates multi-campus fitness programs and events that promotes health and wellness, in addition to providing administrative assistance in support of the Sport & Recreation department.

JOB DUTIES AND TASKS:

1. Researches, develops, organizes and monitors multi-campus fitness and wellness programs, classes, special events, non-credit instructional and drop-in activities for students, employees, and community members. Schedules sport and recreation facilities for fitness, wellness, recreational and community programs in consultation with the Manager.

2. Gathers, analyzes and maintains statistical data in support of program assessment. Maintains student, employee, alumni and community participation records and statistics.

3. Remains current on programming trends and makes recommendations to adapt programming and purchase equipment as required.

4. Develops and delivers department and educational information for sport and recreation orientation programs, facility tours, educational events, class presentations and wellness fairs.

5. Liaises with internal and external partners to assist with the development and delivery of programs and events and responds to inquiries such as facility booking, and awards and prizes. Represents the department at internal and external meetings as required. Coordinates and promotes evening/weekend activities for students using external tour providers.

6. Markets, promotes and prepares press releases in conjunction with Marketing and Communications departments for fitness and wellness programs, activities and events. Develops and coordinates all promotional material through the divisional Communication and Events Coordinator and liaises with the Marketing and Communications departments as appropriate.

7. Promotes Sport & Recreation programs, activities and events through a combination of platforms such as e-mail and social media. Maintains and updates the Sport & Recreation website as necessary.

8. Assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the Sport & Recreation department. Provides input regarding staffing and resource requirements, including hiring decisions.

9. Administers risk management documentation to ensure compliance with the University's risk management policies and procedures (e.g., Release of Liability, informed consent forms and PAR-Q).

10. Prepares and maintains financial documentation and records for the Sport & Recreation department including budget and costing information for fitness and wellness programs, activities, events, services and equipment purchases.

11. Collects program, activity and event fees and ensures timely receipt of payment and records revenues for program activities.

12. Supervises the Sport & Recreation facilities to ensure that they are being used appropriately and by authorized individuals. Enforces rules and regulations to ensure the safety of patrons. Monitors facility equipment and advises the Manager of damages, theft or misuse.

13. Acts as a first responder during first aid incidents and calls for additional support as necessary. Contacts appropriate resources to respond to critical incidents and facility maintenance and escalate incidents to the Manager for further action.

14. Provides on-call support front desk staff as scheduled. Answers questions and provides direction during critical incidents such as first aid, theft and verbal and physical altercations. Escalates situations to the Manager as necessary.

15. Hires and trains student assistants, volunteers, fitness instructors, personal trainers and other casual employees, occasionally covering shifts due to lack of coverage. Maintains and updates staff personnel records and files. Ensures that mandatory training is completed.

16. Supervises and assigns duties and tasks to direct reports as well as schedules staff, approves timesheets and vacation requests, recommends professional development and facilitates conflict and issue resolution.

17. Contributes to and promotes a safe, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

18. Performs other duties as required.

SUPERVISION RECEIVED:
Reports to Manager, Sport & Recreation
SUPERVISION/DIRECTION EXERCISED:
Hire, train, supervise and schedule student assistants, volunteers, fitness instructors, personal trainers, activities assistants and casual employees.
PHYSICAL ASSETS/INFORMATION MANAGEMENT:
Responsible for departmental fitness and wellness equipment and overseeing the general maintenance of KPU fitness centres.
FINANCIAL RESOURCES:
Develop and administer the operating budget for all activities, programs and special events. Assist in the purchase of appropriate equipment and services by researching and costing options and making purchase recommendations to the Manager. Collect fees, ensure timely receipt of payment and record revenues from the

program activities.

The above statements reflect the general details considered necessary to describe and evaluate the principal functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.

EMPLOYER REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. University degree in Kinesiology or Recreation Management or relevant discipline supplemented by approximately two years of recent related recreation programming experience.
2. BCRPA, CSEP or equivalent certification and
3. Standard First Aid & CPR
4. Two years' experience at a supervisory level, preferably in a unionized setting.
5. Demonstrated understanding of diverse post-secondary student population to plan and implement appropriate programs and attract students to activities.
6. Demonstrated experience with recreation or fitness event programming, organizing and implementing activities, preferably with adults or young adults.
7. Enthusiastic personality with strong interpersonal skills and the ability to motivate others.
8. Administrative experience and proficiency with Microsoft Office Suite and recreation management software.
9. Functional understanding of social media applications.
10. Ability to exercise a high level of initiative and responsibility; work independently, establish own priorities and meet deadlines with minimal supervision.
11. Ability to establish and maintain effective working relationships with, and provide customer service to, all internal and external stakeholders.
12. Excellent organizational skills. Demonstrated experience with mediation, ability to de-escalate hostile or upset clients.
13. Proven ability to work as part of a team, and handle unusual or unexpected situations.
14. Basic experience working with budgets.
15. Excellent oral and written communication, interpersonal and customer service and problem-solving skills.
16. Must be confident public speaking with the ability to present to groups larger than 30.
17. Must be able to lift a minimum of 50 lbs.
18. Must be able to work on multiple campuses and be able to work a flexible schedule.

Knowledge Skills & Abilities revised: November 2022