

JOB DESCRIPTION

JOB TITLE: Fitness Specialist

DEPARTMENT: University Sports

DIVISION: Student Affairs

SECTION: CHSC

1. BASIC FUNCTIONS:

Supervises the cardiovascular and fitness training areas during his/her shift and must be physically present in those locations at all times. Ensures that all functions in the fitness area are operating in accordance with predetermined policy and reports discrepancies immediately to the Hostler Center Supervisor.

2. DUTIES PERFORMED:

- a. Monitors the fitness area facilities throughout his/her shift, ensuring that they are in good operating condition and reports items needing maintenance or attention to the appropriate individuals, with major deficiencies being immediately reported to the Hostler Center Supervisor.
- b. Participates in basic and advanced instruction in the use of specialized equipment and develops appropriate fitness workout programs for participants according to age and levels of fitness.
- c. Develops and implements strength training programs for athletic teams.
- d. Assesses the needs and capabilities of individuals through various professional modalities.
- e. Serves as a liaison with physiotherapist, dietitians, and other allied health professionals.
- f. Maintains a clean, safe and efficient fitness area.
- g. Maintains accurate records of facility use and other statistical data.
- h. Ensures that only registered individuals use the facility.
- i. Maintains a current knowledge of fitness trends and techniques.
- j. Communicates with the Hostler Center Supervisor in an ongoing manner on all matters related to his/her area of responsibility.
- k. Assists in all the Hostler Center special event activities, and may occasionally be asked to assist in other areas of the Hostler Center when the fitness area is not available for use.
- l. Performs other similar or related duties as requested by the Associate Dean for University Sports, Director of Athletics, and Hostler Center Supervisor.

3. WORK CONTACTS:

He/she works closely with the Associate Dean for University Sports, Director of Athletics, CHSC Supervisors, coaches, students, colleagues within Student Affairs, faculty, other campus constituents and visitors.

4. INDEPENDENCE OF OPERATION:

Reports to the CHSC Shift Supervisor. Works according to established policies, procedures, and standards related to the use of the fitness area and equipment. Completed work is checked at a later stage in the work cycle.

5. SUPERVISORY RESPONSIBILITY:

Gives work direction to assigned staff as necessary.

6. PHYSICAL EFFORT:

Moderate physical effort involving 75% of work time.

7. WORK CONDITIONS:

Slight degree of exposure to health hazards while in the presence of fitness equipment.

8. MINIMUM REQUIREMENTS:

- a. Completion of Bachelor's degree with a minimum of two years experience in a similar position
OR Completion of secondary (13 years) education with a minimum of five years experience in a similar position.
- b. Demonstrated knowledge of fitness training and teaching techniques.
- c. Good English communication skills.
- d. Fitness Instructor Certification from an approved accredited international organization, such as the Sport Performance Institute.
- e. Certification in CPR and First Aid required.
- f. Excellent public relations skills are required.
- g. Willingness to work varying hours with some evenings and weekends required.