Title: Director, University Fitness & Health

Pay Scale Group: 17

Essential Function

Under general supervision from a designated administrator, plan and direct the administrative, operational, and educational activities of University Fitness and Health promotion.

Characteristic Duties

• Promote the philosophy of employee health through design of exercise programs, seminars, pamphlets, etc., following the current American College of Sports Medicine Guidelines for exercise Testing and Prescription.

• Direct the major functions of the program, e.g., health assessment, fitness goals, education, etc.

• Develop, manage and coordinate no smoking program.

• Develop the program through marketing, determination of needs, planning and implementing changes, etc.

• Coordinate interdisciplinary efforts associated with the program (pulmonary, orthopedic, dietary, etc.).

• Manage the operation of the Nautilus Exercise Facility, including member recruitment, instructor supervision, and machine maintenance.

• Review and approve operating expenditures and make recommendations regarding capital expenditures; develop and manage annual budget; and prepare financial reports.

• Coordinate the use and field placement training of graduate and undergraduate students from the UC Health Promotion Program, and to assess performance.

• Provide counsel and instruction to employees utilizing Nautilus equipment.

• Coordinate preparation of brochures, advertisements, etc., regarding program and/or specific workshops.

• Maintain current knowledge of developments in health education and employee fitness programs.

• Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in a related field. Experience must be in health and physical education programs. Experience may also require at least one (1) year supervision.

Last updated: November 2006

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