**University of Maine**

**Job Description**

**TITLE:** Campus Recreation Fitness and Aquatics Coordinator

**DEPARTMENT:** Division of Student Life

**DATE:** January 2024

**REPORTS TO:** Assistant Director of Fitness, Wellness, and Instructional Programming

# **Purpose:** The primary purpose of this position is to assist to provide comprehensive and safe group and individual fitness programs for Campus Recreation participants, including hiring, training, supervising and evaluating program staff and teaching classes as needed. In addition, this position will provide comprehensive, safe and effective supervision of the personnel and programs associated with Campus Recreation aquatics and safety programming including lifeguards, swim instructors, CPR/First Aid instruction and risk management practices. This position will develop and implement a comprehensive aquatics and safety program for the University of Maine.

**Essential Duties & Responsibilities:**

* The Fitness and Aquatics Coordinator will assist in the management of comprehensive fitness programming for Campus Recreation and our members, including group exercise classes, personal training, fitness services, wellness programs and instructional, non-credit classes.
* Develop and implement a comprehensive Aquatics and Safety program at the University of Maine.
* Hires, supervises and evaluates student and contract staff for Aquatics and Safety, including Water Safety Instructors, CPR/First Aid instructors, Lifeguard Instructors and additional programs related to areas.
* Facilitates staff development and training, monitoring student staff progress as appropriate.
* Develops and implements in house training protocols for Aquatics and Safety staff. Develop and implement safety skills audits for the entire Campus Recreation Department.
* Instructs Red Cross Lifeguard certification and LG Instructor certification courses, ACE group exercise and/or Personal Trainer class, CPR/First Aid Instructor Training, Basic Life Support and Babysitter training courses, and hires and trains Water Safety Instructors.
* Develop and implement a comprehensive aquatics, safety and risk management program that meets or exceeds industry standards and best practices. Research and recommend for purchase appropriate related equipment.
* Oversee Safety programming for Campus Recreation including CPR, First Aid and other safety related classes and the purchase of related equipment. Ensure all facility and program emergency response kits and supplies are stocked, purchasing all related equipment and coordinating distribution. Oversee the development and implementation of the department wide safety skills audit program.
* Teaches fitness and/or aquatics classes, leads training groups and provides direct instruction as needed to support the goals and objectives of the UMaine Campus Recreation Fitness, Aquatics and Safety Programs.
* Serves as a member of the Campus Recreation team and on Campus Recreation committees
* Performs other reasonably related duties as assigned.

**Knowledge & Skill Qualifications:**

**Required:**

* Bachelor’s degree in Exercise Science, Exercise Physiology, Physical Education, Sports Medicine or a related field
* Typically requiring 1 or more years experience in health and fitness programming in a collegiate, community, or private environment.
* Typically requiring 1 or more years experience in aquatic programming and/or pool supervision in a collegiate, community, or private environment.
* Demonstrated ability to be dynamic and self-motivated and ability to supervise a large staff and foster continuous process/quality improvement in the staff. The individual must enjoy participating in a collaborative work environment with student learning as the focus.
* Demonstrated student-client centered philosophy and approach. Must also be able to interact easily with members of the University community and articulate the role of fitness and wellness in a university setting.
* Must possess outstanding supervision, communication and interpersonal skills, and have the ability to work positively and professionally with community and college members.
* CPR, First Aid and AED certifications
* Required to maintain certifications.
* Must hold a valid State of Maine drivers license and have the ability to travel regularly within the State of Maine for their work.

**Preferred:**

* Master’s degree preferred.
* Certifications - ACE Group Exercise Instructor, ACE Personal Training, ACSM Exercise Physiologist, Red Cross Lifeguard Instructor Training, WSI Instructor/Instructor Training. Other related certifications are also preferred.
* Experience in the planning and launching of a new program

**Supervisory Responsibility:** This position supervises student staff in areas of expertise. This position will be directly or indirectly responsible for recruiting, hiring and training, supervising, assigning, and evaluating these workers.

**Work Environment:** This position is located in a fast-paced environment. Indoor and outdoor work required (sometimes in rain, snow, and extreme temperatures). This position has a wide range of responsibilities that vary from administrative functions to program instruction. This position will be based at the New Balance Student Recreation Center. The New Balance Student Recreation values diversity, personal development, sustainability, wellness, customer service, safety, and fun.

**Work Year:** Full-time, 12-month, fiscal year position.

**Work Schedule:** Normal business hours are Monday through Friday, 8:00 a.m. - 4:30 p.m. However, work outside regular business hours will be necessary in order to complete the requirements of this position. Weekend and evening work will be necessary at times.

**Position Type:** Ongoing, base budgeted

**Schedule for Evaluation**: In accordance with UMPSA Agreement.

**Job Family/Salary Grade:** 02/03

Appropriate background checks are required.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace related screenings, and required employee trainings, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment.