

**POSITION DESCRIPTION**  
**EXERCISE SCIENCE/HEALTH SUPERVISOR**  
**EXERCISE SCIENCE/WELLNESS CENTER**

**INTERVIEW:**

The Exercise Science/Health Supervisor is responsible for assisting the Director, Exercise Science/Wellness Center, providing leadership to participants and ensuring smooth, cohesive operation of the daily functions of the Center. The supervisor will report directly to the Director, Exercise Science/Wellness Center.

**EXAMPLES OF DUTIES:**

- Assist with the recruitment of clients and instructors for participation in the Wellness and weight programs.
- Assist with marketing all activities of the Center and weight programs, campus-wide, to local business and municipalities, as well as the community at large.
- Assist with scheduling of fitness evaluations, client interpretations and orientation sessions.
- Monitor completion of "Informed Consents" prior to any initial student/client activity.
- Monitor the "Personal Health Risk" screening process of all participants of the Center for clearance to participate.
- Coordinate and conduct fitness evaluations of clients prior to participation in the program.
- Assist with the input of fitness evaluation information and the generation of evaluation profiles for each participant.
- Responsible for coordination of education modules and scheduling of reinforcement/intervention/retention strategies.
- Assist with notification and scheduling of fitness re-evaluations.
- Responsible for weekly, monthly and yearly computer summary reports on usage, peak time, and membership of clients and special groups.
- Assist with supply requisitions and purchases; monitor inventory levels.
- Coordinate maintenance requests and service calls.
- Assist with the development of safe and contemporary exercise programs.
- Assist with marketing the Exercise Science Testing lab to local business and the community at large.
- Perform other duties as delegated by the Director, Exercise Science/Wellness Center.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

Supervision;  
Clinical exercise testing and exercise prescription;  
Computers;  
Marketing.

**Ability to:**

Supervise in an exercise science/laboratory setting;  
Perform clinical exercise testing and exercise prescription with a variety of special populations, including the elderly, pulmonary metabolic, and cardiac conditions;  
Use computers and other technical exercise equipment;  
Organize individual and group activities;  
Promote corporate wellness programs to the community at large;  
Prepare written reports.

**Experience and Education:**

Two years of experience in the duties stated above with the possession of an Associate's degree; No experience required with possession of a Bachelor's degree in Exercise Science, Health Promotion, Biology or Physical Education with an emphasis in Exercise Science.