

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Coordinator, Health and FitnessDepartment: Kinesiology, Athletics, and DanceTime (FTE): 100 Term (months/year): 12Work Schedule (Days, Hours): M-F 7-4 (May have alternate schedule)Salary Schedule (Range): A112Background and Rationale (use back of form if additional space is needed): This position oversees the exercise wellness center and the employee wellness program.Oversees area inventory for equipment and supplies, submits work orders and monitors the safety of employees and patronsSets up activities, hire and schedule hourly employees and coordinates with instructional classes.performs various fitness assessments and develops safe and effective exercise programs.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**11000-365000-211000-083600-2100\$143,023Account Number(s): ~~110003630002510000836002100~~100 % Amount \$ ~~83,344.20~~

Account Number(s): \_\_\_\_\_

% Amount \$ \_\_\_\_\_

Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

Comments: \_\_\_\_\_

**Signatures:**

1. Requesting Manager Signature

Date

7/1/23

4. Human Resources Signature

7/5/2023

Date

2. Division Vice President Signature

Date

07/03/23

5. Vice President, Human Resources

7/5/23

Date

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not availablePosition Number: CA9835 Contract Number: \_\_\_\_\_

Comments: \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

Martha Garcia  
6. Signature of President/CEOJuly 11, 2023  
Date

## **COORDINATOR, HEALTH AND FITNESS**

### **DEFINITION**

Under general direction, plans, schedules, assigns, and reviews the work of support staff and supervises and coordinates the operations of the exercise facilities; performs various fitness assessments and develops safe and effective exercise programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Dean, Kinesiology, Athletics, and Dance. Exercises technical and functional direction over and provides training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a coordinator classification responsible for planning, organizing, and coordinating fitness and exercise programs, services, and activities. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. Successful performance of the work requires an extensive background in health and fitness programs and functions, as well as, the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Dean, Kinesiology, Athletics, and Dance in that the latter oversees the entire division, programming, and administration of the District's college athletic programs.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Plans, organizes, and coordinates exercise and fitness programs, services, and activities; establishes schedules and methods for providing program, services, and activities; recommends improvements or modifications; assists in developing and implementing procedures and policies.
- Provides training, orientation, guidance, and supervision to assigned staff; prepares weekly and daily schedules; reviews and controls quality of work.
- Reviews and submits to division office, monthly time sheets for Payroll.
- Monitors operations, programs, and projects of the division exercise facilities; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends staffing needs for assigned activities and programs; monitors income generated from fitness testing and class fees; monitors inventory of equipment and supplies; coordinates maintenance and repair of equipment.
- Answers questions and provides information to the participants; investigates complaints; recommends corrective actions to resolve issues.
- Oversees the day-to-day operations, administration, and services of the facilities, including collecting fitness testing and class fees, maintaining participant database, creating and printing participant I.D. cards, and updating and maintaining the center's website.
- Conducts various fitness tests and assessments; develops safe and effective exercise programs.
- Develops and prepares brochures, flyers, newsletters, and other marketing materials.
- Instructs exercise classes, as needed.
- Participates in health fairs and other outreach activities.
- Coordinates and schedules various fitness support services for local municipalities, including performing fitness testing, developing and presenting a lecture series, and creating newsletters and other documents as needed.
- Coordinates Employee Wellness Program and related functions.

- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Establishes and maintains effective customer service for center patrons.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Procedures for planning, implementing, and maintaining a variety of exercise and fitness activities and programs.
- Principles and practices of exercise and fitness program development, implementation, review, and evaluation.
- Basic principles and practices of budget program development, administration, and accountability.
- Exercise and fitness assessment and prescription methods, practices, and programs.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Exercise and fitness center site management.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Methods and techniques of public speaking.
- Basic first aid and Cardiopulmonary Resuscitation (CPR).
- Principles and procedures of record keeping, cash handling, and report preparation.
- Business arithmetic techniques.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Plan, schedule, assign, and oversee activities of assigned personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Plan, oversee, coordinate, review, and evaluate exercise and fitness program operations and activities.
- Plan and prepare health and fitness activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of exercise and fitness programs and facilities necessary to assume assigned responsibilities.
- Perform basic first aid and Cardiopulmonary Resuscitation (CPR).
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Make effective presentations before groups.
- Establish and maintain a variety of manual and computerized files, record keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Graduation from a regionally accredited four-year college or university with major coursework in kinesiology, physical education, exercise science, or a related field, and three (3) years of experience working in an exercise or fitness center environment, including two (2) years of lead or supervisory experience.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.
- Possession of, and ability to maintain, a valid certification from National Strength and Conditioning Association – Certified Strength and Conditioning Specialist and/or American College of Sports Medicine – Health Fitness Instructor.
- Possession of, and ability to maintain, a valid Cardiopulmonary Resuscitation (CPR) certification.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and exercise facility setting and use standard office and/or exercise equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to conduct fitness assessments, demonstrate exercise activities, and instruct exercise and fitness classes. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment and exercise equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, climb to participate in exercise and fitness activities; and push and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects typically weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in typical office and exercise/fitness center and are exposed to loud noise levels, controlled temperatures, dust, fumes, and allergens, and hazardous/moving equipment and machinery.

Incumbents may be exposed to blood and body fluids rendering First Aid and CPR are required to wear appropriate attire. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.