

## **WARTBURG COLLEGE POSITION DESCRIPTION**

### **Title of Position – Assistant Director of the ‘W’ for Group Fitness and Personal Training**

Preparation Date: August 9, 2017

#### Function of Position:

The Assistant Director for Group Fitness and Personal Training is responsible to the Director of the Sports and Wellness Center for oversight of the fitness program, personal training and child care area and staff.

#### Duties and Responsibilities:

- 1) Oversee group fitness program: hire, train, supervise, and evaluate student and community group fitness instructors for land and water aerobics classes; design and implement new programming; maintain inventory and make necessary purchases of equipment for the program; perform routine maintenance of equipment; maintain a policies and procedures manual for the program; market the fitness program to the entire community with an emphasis on reaching people of all ages and body types. (45%)
- 2) Oversee Personal Training program: hire, train, supervise and evaluate personal trainers from the community and qualified Wartburg students; maintain inventory and make necessary purchases for the program; develop, implement, and maintain a policies and procedures manual for the program; assess profitability of services; assess program outcomes; market the personal training program to members and non-members; maintain all necessary certifications of a Personal Trainer. (20%)
- 3) Maintain a regular client base, recruit new clients and maintain regular hours as a Personal Trainer. Plan, implement, and oversee the training of personal training clients. (20%)
- 4) Teach Group Fitness classes to maintain professional knowledge and to stay abreast of all trends and industry standards; maintain strong relationships with members; and lead instructors in proper techniques used to deliver a high quality class. (5%)
- 5) Maintain files for all part-time staff; fulfill necessary payroll duties to assure part-time staff is paid the correct amount and paid on time; maintain all necessary files for liability purposes; assist with development of department budget. (8%)
- 6) Assist with professional coverage of the facility; this will include regular morning, evening and weekend shifts; assist with marketing of entire program; assist with the development of departmental policies and procedure manual that governs all programs in the facility; assist with cross-training of Welcome Desk staff. (2%)
- 7) Perform other related duties as required.

#### Supervision:

Definite objectives are set up for the employee by the supervisor, requiring the use of a wide range of procedures. The employee plans and arranges his/her own work and refers only unusual cases to the supervisor.

#### Qualifications:

Requires Bachelor's degree in Leisure Services, Physical Education, Kinesiology, or equivalent; three years of experience in personal training and teaching fitness classes; strong communication and organizational skills. Prefer experience in revenue generation and/or marketing.

#### Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: [hr@wartburg.edu](mailto:hr@wartburg.edu). See [www.wartburg.edu](http://www.wartburg.edu) for further information about the college. Screening begins immediately and continues until position is filled.

**WARTBURG COLLEGE** is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.