

## Wartburg College

### Position Description

#### Title of Position - Assistant Director for Group Fitness

Preparation Date: January 2020

#### Function of Position:

The Assistant Director for Group Fitness is responsible to the Director of the Sports and Wellness Center for oversight of the all fitness programs and Social Media for the operation.

#### Principal Duties and Responsibilities:

- 1) Oversee group fitness program: hire, train, supervise, and evaluate student and community group fitness Instructors for land and water fitness 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. Maintain all necessary certifications for group fitness. (30%)
- 2) 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. (25%)
- 3) Manage Social Media and Marketing efforts for The W Operation. (15%)
- 4) Maintain files for all part-time staff; fulfill necessary payroll duties to assure part-time staff, is correctly paid, also paid on time; maintain all necessary files for liability purposes; assist with development of department budget. (10%)
- 5) Assist with Personal Training as time allows staying abreast of all trends and industry standards. Maintain all necessary certifications for personal training. (10%)
- 6) Assist with professional coverage of the facility; this will include regular morning, evening and weekend shifts; 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. (5%)
- 7) Perform other related duties as required. (5%)

#### Minimum Qualifications:

Requires Bachelor's degree in Leisure Services, Physical Education, Kinesiology, or equivalent; three years of experience in teaching fitness classes (experience in the fitness industry (may be gained through student employment); certifications for personal training and group fitness (or ability to obtain these within 6 months); and 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 underrepresented groups.*