Program Specialist

Job Code 50010751

**General Description**
Coordinating the recreational fitness and wellness programs including planning, evaluation and student staff management.

**Examples of Duties**
- Daily management of the weight room and cardiovascular equipment.
- Manage fitness programs, including group exercise, personal training, wellness programs, and instructional classes.
- Maintain inventory control through daily check systems and semester inventory.
- Review daily aerobic and weight room reports.
- Determine problems, assess damage, maintenance and personnel needs.
- Manage fitness budget, including payroll, expenditures and income generation.
- Monitor participant needs and comments regarding fitness programs.
- Conduct staff meetings and training sessions.
- Prepare fitness brochures, schedules and other promotional materials.
- Prepare statistical reports of fitness participation.
- Coordinate Fitness programming with intramurals, sport clubs and the outdoor center to provide a range of fitness activities.
- Hire, train and supervise student employees
- Evaluate student employees.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**

**Knowledge of:** institutional policies, procedures, regulations; current trends in the field; safety standards and principles; liability.

**Skill in:** working as a team member; interacting with people; motive work output; developing rapport; presentation skills; implementing solutions; problem solving and decision making skills; analytical, written, oral and interpersonal communication skills; time and personnel management; programming; public speaking.

**Ability to:** prepare business correspondence, letter writing, article writing, policy/proposal development, staff materials, reports; understand complex documents and professional materials; perform intermediate math; communicate effectively; prepare reports; collaborate and work
effectively with others; team management skills; prioritize workloads; analyze statistical data, budget analysis, management, purchasing, to operate a computer and related software; design flyers, schedules, brochure; statistical reports; organize and plan training.

**Educational Experience**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the knowledge, skills, and abilities.

**Other Requirements**