



**Classification Title: Supervisor, Wellness/Fitness Center**

<b>Department:</b>	Wellness/Fitness Center	<b>EEO6 Code:</b>	4
<b>Employee Group:</b>	Confidential and Supervisory Team (CAST)	<b>Salary Grade:</b>	45
<b>Supervision Received From:</b>	Department Chair	<b>Date of Origin:</b>	9/2016
<b>Supervision Given:</b>	Direction and Guidance	<b>Last Revision:</b>	9/2016

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**JOB SUMMARY.**

Responsible for selecting, supervising, training, assigning, and evaluating work of direct reports; coordinates, organizes and oversees the daily operations of the District’s Wellness/Fitness Center; implements program objectives and performs administrative duties; ensures the Health, Kinesiology, and Recreation Management Department’s instructional program and the Wellness/Fitness Center’s membership program complement each other.

**DISTINGUISHING CHARACTERISTICS.**

The Supervisor, Wellness/Fitness Center is distinguished from other Wellness/Fitness Center classes by its full supervisory authority over assigned classified, hourly, short-term and volunteer staff and by the position’s responsibility for overseeing the Wellness/Fitness Center’s non-instructional operations and activities.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. In conjunction with appropriate administrators, coordinates, organizes and oversees the daily operations, activities and services of the District’s Wellness/Fitness Center; develops, implements and enforces policies, procedures and regulations applicable to assigned areas of responsibility in accordance with the District’s and departmental direction and guidelines; ensures that the Wellness/Fitness Center and surrounding areas are free from health and safety hazards; performs minor maintenance and repairs and notifies appropriate personnel of needed equipment repair and replacement.
2. Performs a full range of supervisory activities in accordance with applicable District policies, including selecting and training new employees; planning, assigning, scheduling and evaluating completed work; approving overtime as required; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
3. Manages the promotion, sale and renewal of Wellness/Fitness Center memberships; publicizes membership opportunities and benefits to the District and the community; develops and distributes advertising materials; enrolls members and maintains membership records; issues, tracks and processes membership invoices; receives and processes payments; responds to member questions and assists in resolving concerns and complaints.
4. Assists in the development and tracking of the assigned budget and applicable expenditures; approves invoices for budget expenditures; assists in the development of pricing models; maintains program tracking databases and files for

Wellness/Fitness Center activities; collects data and conducts program evaluation, measurement and verification activities; prepares or collects data for statistical, financial, participant and program activity reports.

**Marginal Functions:**

1. Coordinates use of the Wellness/Fitness Center with Athletics and the Health, Kinesiology, and Recreation Management Department, the Palomar College Police and Fire Academies and adaptive recreation classes.
2. Researches and evaluates new equipment and supplies to meet patrons' needs.
3. Participates in/on a variety of committees and meetings in order to receive and/or convey information.
4. Participates in shared governance through service on planning and/or operations committees and task forces.
5. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/Training Guidelines:** Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:** Five years of increasingly responsible administrative support and advisement experience in coordinating a fitness program or center, or a closely related environment.

**Education/Training:** Equivalent to an associate's degree from an accredited college or university with major coursework in a field related to the essential functions.

**Licenses/Certificates:**

1. Possession of, or ability to obtain, an appropriate, valid California driver's license by time of appointment.
2. An American Red Cross or American Heart Association first aid certificate or its equivalent.
3. An American Red Cross or American Heart Association cardiopulmonary resuscitation (CPR) certificate or its equivalent.

**Knowledge of:**

1. Policies and objectives of assigned programs and activities.
2. Supervisory principles and practices, including selection, training, evaluating, and discipline.
3. Principles, practices, policies and procedures of fitness center operations and maintenance.
4. Principles and practices of outreach program development and implementation.
5. Training principles, equipment and needs for various populations.
6. Use, purpose and maintenance of exercise equipment.
7. Policies and class offerings of a fitness center.
8. Basic emergency and first aid procedures.
9. Principles, practices, concepts and techniques used in customer service.
10. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
11. Modern office practices, procedures and equipment including computers and applicable software programs.
12. Principles and practices of public administration for budgeting, purchasing and recordkeeping.

13. Principles and practices of sound business communication.

**Skill in:**

1. Supervising, training, evaluating, and directing the work of lower-level staff.
2. Organizing and overseeing the day-to-day operations, activities and services of a college fitness center.
3. Coordinating and promoting a college fitness center program and memberships.
4. Making calculations and tabulations and accurately processing and reviewing fiscal and related documents.
5. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
6. Interpreting, applying, explaining and reaching sound decisions in accordance with applicable policies and procedures.
7. Communicating clearly and effectively, both orally and in writing.
8. Preparing clear, concise and accurate reports, correspondence and other written materials.
9. Operating a computer, enterprise software, spreadsheet software and other standard office equipment.
10. Organizing and maintaining specialized files.
11. Maintaining confidentiality of files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Establishing and maintaining effective working relationships with those contacted in the course of work.
14. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.

**WORKING CONDITIONS.**

**Environmental Conditions:** The employee works under typical office conditions and in a fitness center environment, and the noise level is usually quiet to moderate. The employee may be required to work various shifts at night, on weekends and holidays as needed.

**Physical Conditions:** Essential and marginal functions may require physical fitness requirements necessary to perform the essential and marginal functions with or without accommodation, such as the ability to sit, stand and walk; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl. The employee is frequently required to lift up to 25 pounds unaided and 50 pounds with assistance.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.