

Job Posting

Position	Department	Reports to
Director- Gordon Rec Center	Student Affairs	Dean, Student Affairs

Grace College and Seminary welcomes diversity, and makes employment opportunities available to all applicants and employees without regard to race, color, pregnancy, age, ancestry, national origin, disability, citizenship status, military status, genetic information, or any other legally protected category.

Scope of Responsibilities:

Assists with the operational management of Gordon Health and Wellness Center (GHaWC), specifically the fitness and recreation functions of the GHaWC.

General Responsibilities:

A. Duties:

1. Coordinate facility usage by appropriate persons, departments, and teams.
2. Coordinate scheduling of fitness classes, intramural sports, student activities, special events, and club sports practices, club sports.
3. Coordinate community use in coordination with the dean of students and director of special events.
4. Oversee all communication from the GHaWC, including social media engagement.
5. Pursue and implement revenue generating programs and rental events, ideally at times that do not significantly impede the regular programs and purposes of the GHaWC.
6. Oversee development and implementation of employee and student wellness and fitness incentive programs.
7. Bi-weekly meetings with Dean of Students, monthly Student Affairs meetings.
8. Collaborate with academic departments and student health and counseling center to develop and implement wellness programs, services, and resources.
9. Oversee student internship/practicum placement, professional development, and assessment in conjunction with Sport Management and Exercise Science academic departments.
10. Oversee fitness education and personal training programs with the coordinator of wellness and fitness.
11. Oversee hours of operation and communicate widely changes to schedules during academic breaks, and changes in facility schedules between semesters.
12. Coordinate and manage alumni use of the GHaWC in accordance with usage policies.
13. Coordinate and implement revenue generating programs and events for the facility.
14. Prepare reports related to registrations, usage, incidents, budgets, equipment maintenance, and programming in the GHaWC.
15. Greet all facility users in a friendly and encouraging manner.
16. Answer questions and address any complaints that may arise regarding GRC usage both from walk-ins and by phone, provide clear direction and information to all users.
17. Complete incident and injury reports and activate Emergency procedures for any injuries reported.
18. Monitor and maintain all fitness equipment and coordinate procurement and replacement equipment as needed in coordination with the Dean of Students.

B. Supervision:

1. Supervise and support GHaWC employees including the coordinator of wellness and fitness, the front desk supervisor, student employees, and practicum students. Supervision includes hiring, training, evaluating, planning, assigning and directing work, coaching, addressing complaints and resolving problems.

Job Posting



Position	Department	Reports to
Director- Gordon Rec Center	Student Affairs	Dean, Student Affairs

2. Must have a mindset of mentoring staff and student employees under supervision. Should be able to lead in a way that sets a good example, promotes teamwork, and encourages a positive, efficient work environment.

Qualifications:

Minimum:

1. Bachelor's degree in a related field.
2. Two years of general management experience.
3. Personal Trainer Certification.
4. First Aid Certification
5. CPR and AED training
6. Experience in supervision of recreational facilities.
7. Working knowledge of Microsoft Office products.
8. Strong interpersonal skills.
9. Availability for evening on call work.
10. Strong Christian character and testimony.

Preferred:

1. Master's degree in physical education, recreation management, or related field.
2. Three to five years experience in management of recreational facilities.

Status: Full Time; Exempt

A completed employment application, 2 employment references and a spiritual life reference must be submitted in order to be considered for employment. Applications are available in the Human Resource Office or can be downloaded at <http://www.grace.edu>, Employment. Applications are submitted by email to employment@grace.edu.

Posted: 3-5-19