



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**
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Monday-Friday
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The University-Student Union is an Affirmative Action/Equal Opportunity Employer. Applicants will be considered without regard to their race, color, religion, marital status, national origin, sex, age, pregnancy, sexual orientation, disability, military and veteran status, or other status protected by state or federal regulation within the limits imposed by law.

In order to be eligible for employment with the University-Student Union, a student assistant must be officially admitted to the University and must have at least a 2.0 G.P.A.

The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

UNIVERSITY-STUDENT UNION

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Director, Recreation for Fitness Center and Games Room (Administrator II)

Work week class: Exempt
Work schedule: 5/40 hours Monday-Friday
Annual rate: Commensurate with experience
Weekends/evenings: Required, as needed

General Statement:

Under the general supervision of the Executive Director of the University-Student Union (U-SU), the incumbent serves as the principal administrator of the Xtreme Fitness Center and the Pit Games Room. The incumbent is a member of the U-SU leadership team and contributes to collaborative strategic planning, implementation and management of the U-SU programs, services, personnel and facilities. The incumbent provides daily administration, supervision and oversight for the Fitness Center and Games Room. The Director of Recreation for the Fitness Center and Games Room directly supervises the Fitness Coordinator and approximately 30 student assistants. The Director is responsible for the planning, development, implementation and evaluation of all Fitness Center and Games Room services. The Director collaborates with many university and associated colleagues to support the Fitness Center and Games Room programs and services. This position is delegated a high degree of responsibility and makes recommendations regarding shifts in the department's mission and important practices. The Director of Recreation for the Fitness Center and Games Room may serve as U-SU administrator in charge in the absence of the Executive Director.

Responsible To: Executive Director

Qualifications:

- Demonstrated ability to work with an ethnically diverse and culturally pluralistic student body and staff.
- Demonstrated ability to lead during change and to create collaborative working relationships.
- Bachelor's Degree in physical education, kinesiology, exercise science, health, or related field required, Master's Degree preferred.
- Two to five years of progressively responsible management experience in a related field including human resource management, change management, collaboration and leading a team preferred.
- Demonstrated knowledge and skills in fitness programming, personal and group training are required.
- Experience with or fitness instructor certification(s) in one or more of the following organizations American College of Sports Medicine (ACSM), the American Council on Exercise (ACE), the Aerobics and Fitness Association of America (AAFA) and/or the National Strength and Conditioning Association (NSCA) preferred.
- Experience with university recreation programs and games rooms preferred.
- Willingness and ability to participate in physical fitness activities preferred.
- Certification in CPR and First Aid is required within two months of hire and must be kept current throughout employment.
- Experience in fiscal and contract management, oversight and reporting.
- Excellent oral and written communication skills.
- Demonstrated ability to utilize current industry standard software and applications.
- Experience in small and large group programming required.
- Knowledge of and commitment to the principles of student development required.
- Three to five years of supervisory/managerial experience preferred.
- Student union experience or related university student life experience preferred.

Essential Duties:

- Serves as a member of the U-SU's executive management team, responsibilities include the review, development and oversight of major administrative & operational policies, procedures, projects and changes.
- Serves as a member of the U-SU's executive management team, responsibilities include the review, development and oversight of major administrative & operational policies, procedures, projects and changes.
- Supervises, recruits, trains and evaluates the Xtreme Fitness Center and the Pit Games Room units' professional and student staffs.
- Attends all U-SU meetings and Student Life Council meetings as required, and U-SU Board of Director's (BOD) meetings as needed.
- Acts as liaison with BOD regarding fitness and recreation.
- Serves as the acting Executive Director or administrator in charge in absence of E.D. as needed.
- Trains monitors all staff members regarding the fiscal policies and procedures of the U-SU.
- Proposes annual departmental budget. Monitors departmental budget and provides quarterly budget assessments to the Associate Executive Director.
- Reviews and provides preliminary approval of all human resource and financial documentation, programming and vendor contracts for the Executive Director or designee.
- Provides reports and statistical data on space utilization.
- Manages Xtreme Fitness programs and equipment including safety protocols, compliance with established industry standards and equipment maintenance.
- Maintains timely and accurate applications and membership data.
- Ensures professional and student staff are trained and/or certified to provide fitness services.
- Develops and monitors the unit's curriculum including group exercise classes, personal training, non-credit recreation classes, and health related educational workshops.
- Creates and maintains relationships with campus stakeholders and departments including the School of Kinesiology and Nutritional Science, and the Student Health Center.
- Manages the Pit Games Room programs and equipment and game card transactions.
- Create and monitor the unit's curriculum including independent use of equipment, structured games, and recreational and wellness programming.
- Collaborate with Student Engagement Coordinator for Wellness and Service, U-SU departments, and campus colleagues to enhance recreation and wellness programming for the campus community.
- Performs other duties as assigned.

Review of applications will begin October 21, 2019 and continue until the position is filled. A completed application, resume, and cover letter should be emailed to jobopenings@cslanet.calstatela.edu
<https://www.calstatelaus.edu/usuforms/u-su/ProfessionalEmployment.pdf>