UNIVERSITY-STUDENT UNION
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
Recreation Manager for Fitness Center and Games Room

Work week class: Non-exempt
Work schedule: 5/40 hours to be arranged
Weekends/evenings: Required, as needed
Annual rate: $50,504 - $70,422

General Statement:
Under the general supervision of Associate Executive Director, the Fitness Manager provides a comprehensive student fitness curriculum and manages the operations of the Xtreme Fitness unit and the Pit game room. Tasks include managing one full time coordinator and a large paraprofessional staff, as well as, budget management, coordination of fitness facilities and games room, equipment upkeep, and contact with colleagues and external vendors.

Responsible To: Associate Executive Director

Qualifications:
- Willingness to work with an ethnically diverse and culturally pluralistic student body and staff required.
- Bachelor’s Degree in physical education, kinesiology, exercise science, health, or related field required, Master’s Degree preferred.
- Two years professional experience with responsibilities related to the duties of the position preferred.
- Demonstrated knowledge and skills with fitness programming, and 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.
- Supervisory experience with part-time employees required, supervision of professionals preferred.
- Willingness and ability to participate in extensive physical exercise and exertion during fitness activities for extended periods of time required.
- Certification in CPR and First Aid is required within two months of hire and must be kept current during employment required.
- Strong oral and written communication skills required.
- Knowledge of and skill in budgeting, fiscal management, and reporting required.
- Skills related to current fitness business operations including software and appropriate programs required.
- Public relations and promotion skills required, including use of social media, apps, and other electronic publicity/marketing methods preferred.
- Ability to motivate and work closely with students required.
- Ability to independently interpret an apply policy to issues where precedent may not exist and to solve problems within their expertise and work unit.

Essential Duties:
- Daily management of Xtreme Fitness and the Pit game room, including recruitment, scheduling, motivation, and retention of personnel, safety protocols, and ensure compliance with established service standards.
- Create and monitor the unit’s curriculum including group exercise classes, personal training, non-credit recreation classes, health related educational workshops, recreation and wellness programs.
- Provide lead direction to the fitness center coordinator and student assistant’s.
- Assist in budget preparation, policy development, program evaluation, and public relations for the unit.
- Collaborate with U-SU departments and campus colleagues to provide a variety of wellness workshops for the campus community.
- Create comprehensive fitness program and games room calendar.
- Provide for ongoing evaluation of all fitness programs and games room; including completing participant evaluations, focus groups, informal discussion and written program surveys.
- Recommend appropriate purchases of fitness and games room equipment.
- Other duties as assigned

Closing Date:
Review of applications will begin September 7, 2018 and continue until the position is filled. A completed application, resume, and cover letter should be emailed to jobopenings@cslanet.calstatela.edu
Click here for link to application: https://www.calstatelausu.org/usu/ProfessionalEmployment.pdf