



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
**UNIVERSITY
STUDENT UNION**

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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
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/usuforms/u-su/ProfessionalEmployment.pdf>