

Job Description

Job Title:	Coordinator, Group Fitness, Aquatics and Instructional Programs
Department:	Athletics and Recreation
Reports To:	Senior Manager, Recreation
Jobs Reporting:	Student Program Coordinators, Instructors and Lifeguards
Salary Grade:	USG 9
Effective Date:	October 2019

Primary Purpose

The Coordinator, Group Fitness, Aquatics and Instructional Programs is directly accountable to the Senior Manager, Recreation for the overall administration of all Athletics and Recreation group fitness, aquatics, first-aid and instructional related programs, including the development and facilitation of drop-in and registered classes, supervision and training of student staff, equipment purchasing, budget management, and evaluation and assessment of programs. The incumbent will be highly motivated to promote holistic wellness and contribute to the vibrant student experience.

Key Accountabilities

Program Management

- Provides comprehensive fitness, aquatics, first-aid and instructional programs to the UW community that promote holistic wellness, provide opportunities for engagement and development, and enhance the quality of student life
- Coordinates and manages drop-in fitness program that engages approximately 1700 participants per year in 40-50 weekly classes per term, offering class styles that include but are not limited to general fitness, yoga, and Zumba
- Coordinates and manages instructional programs that engage approximately 1000 participants per year in 10-20 weekly classes per term, offering class styles that include but are not limited to dance, martial arts, fitness, skating, and squash
- Coordinates and manages the ongoing development of Move Your Mind, a program where students are helped to experience the benefits of physical activity
- Coordinates and manages aquatics programs that engage approximately 1000 participants per year, offering classes that include but are not limited to swimming lessons and aquatics leadership certifications
- Coordinates and manages first-aid programs that engage approximately 500 participants per year, offering classes that include but are not limited to standard and emergency first-aid, CPR and first-aid instructor certifications
- Utilizes current research and best practices in the area of fitness and wellness to offer a variety of participation opportunities for users of all abilities and fitness levels. This includes identifying needs and accommodating programming accordingly. Initiatives have included the Get Well Soon blog, Wellness Warriors, Campus Wellness Challenge, Warrior Champions and the Workout Buddy Program
- Provides statistical reports of user activity, assesses programs, and makes strategic recommendations for program improvement
- Responsible for program records including accounts of staff; qualifications (including National Coaching Certifications, Skate Canada, Blackbelt World, LSS Swim Instructor, LSS Lifesaving

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Instructor, LSS EFA Instructor and LSS NLS); a program manual with policies and operations; submitting and monitoring staff payroll information; files, and invoicing

- Enforces departmental process and policies
- Supports departmental events such as the Athletics and Recreation Open House and the Warrior Recreation Leadership Reception

Relationships/Partnerships

- Works closely with the Warrior Recreation team, along with the Associate Director, Business Operations; Facilities Manager; Marketing team; Associate Director, Athletics; and other staff to contribute to the advancement of the Department's goals regarding participation and engagement opportunities
- Works collaboratively with the Senior Manager, Recreation and the Associate Director, Business Operations in facility scheduling, program registration, and overall program collaboration where efficient delivery of services to multiple stakeholders is essential
- Builds and maintains collaborative working relationships with service-oriented areas on campus such as Housing and Residence, Health Services, Student Success Office, and Counselling Services, to enhance the coordination and marketing of fitness, aquatics, first-aid and instructional programs and be able to guide participants to available resources on campus
- Identifies, builds and maintains collaborative working relationships with faculties, colleges, and other groups on campus, coordinating events to promote physical activity and engagement in Athletics and Recreation programming. Such groups may include but are not limited to Graduate Student Association, Federation of Students, St. Jerome's University, St. Paul's University, Conrad Grebel University College, Renison University College, Velocity, UW Staff Association and UW Faculty Association
- Provides functional direction to the Facilities Manager and facility staff related to the setup and execution of responsibilities around the PAC and CIF Studios, meeting rooms and the pool
- Communicates with other university and college Campus Recreation Departments and recreation organizations such as the National Intramural and Recreational Sports Association and the Canadian Campus Recreation Association
- Involvement and communication with other aquatics organizations such as the Lifesaving Society, Waterloo Wellington Regional Aquatic Council and the Board of Canadian Registered Safety Professionals

Financial Management

- Collaborating with the Senior Manager, Recreation to develop and manage the annual operating budget for the fitness, aquatics, first-aid, instructional and wellness programs
- Responsible for complex student payroll due to the large student staff population that reports to this position
- Work towards achieving annual revenue goals and projections within a comprehensive student fee and pay-as-you-play model
- Providing accountability reports including transparent budget reporting to SSAC (Student Services Advisory Council) when required
- Accountable to meet all payroll timelines and expectations of central finance and administration

Leadership

- Directly hires, supervises, conducts performance evaluations, manages payroll, facilitates conflict management, and provides leadership opportunities and mentoring to 60 fitness, instructional and first-aid student staff members, 25 lifeguards, 4 student program coordinators and 1 co-op student each term
- Firmly committed to a high level of customer service and to student leadership development as a top priority
- Accountable for the risk management and liability of all programming within this portfolio

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Education and Awareness

- Promotes holistic wellness and the benefits of a healthy active lifestyle
- Raises awareness about the impact wellbeing has on student success and connects students with campus resources and services available
- Supports the development of a campus culture that prioritizes wellness

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- An undergraduate degree is required, preferably in Kinesiology, Physical Education, Health Studies, or Recreation. A Master's Degree in any of these disciplines is an asset
- A current Fitness Instructor Certification (Can-Fit-Pro, IDEA, or ACE) is required
- Certified in Standard First Aid
- Current Aquatics Management Certification is required
- Further certifications and accreditations that would benefit this position include: instructor certification in any of the program areas within the scope of this position (i.e. yoga, Pilates, Zumba, dance, a martial art, et cetera.)

Experience

- Experience instructing and coordinating fitness classes required
- Experience managing and developing student staff also required

Knowledge/Skills/Abilities

- Competencies include a demonstrated ability to relate to the University student experience, and demonstrated initiative taken to engage various user groups and promote holistic wellness.
- Outstanding customer service and communication skills, a high attention to detail, ability to work independently, and the ability to work in a team are vital to the success of this role.
- Strong skills in program development and evaluation, problem solving, and financial management are necessary
- Proficient in Microsoft Word and Excel
- Competency with Fusion Software package is preferred
- Competency with Workday is preferred
- Competency with SAP Concur is preferred
- Intermediate knowledge of PowerPoint
- Intermediate knowledge of SharePoint
- Proficiency in other electronic communications (i.e. email, social media) is necessary to ensure strong communication with staff and participants

Nature and Scope

- **Contacts:** The incumbent must have excellent written and verbal communication and skills. It is vital that the Coordinator, Group Fitness, Aquatics and Instructional Programs is responsive and adaptable to student input and is effective at developing a good rapport with Warrior Recreation participants. The Coordinator, Group Fitness, Aquatics and Instructional Programs must be motivated to contribute to the success and development of the Warrior Recreation team and Athletics and Recreation department.

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- **Level of Responsibility:** This position directly hires, supervises and mentors 1 co-op position, 3-5 senior student program coordinators, approximately 60 instructors (students and outside contracts), and 25 lifeguards per term. The incumbent is also responsible for programming in 5 fitness studios, across two locations and the PAC pool. The Coordinator, Group Fitness, Aquatics and Instructional Programs oversees delivery of approximately 100 fitness, aquatics, first-aid and instructional programs with more than 2000 registered participants each term, various wellness initiatives including Move Your Mind, and the coordination of classes in support of campus partners.
 - **Decision-Making Authority:** The incumbent is responsible for the coordination and programming of group fitness, aquatics, first-aid and instructional classes, including equipment purchasing for studios and the PAC pool. This position also makes recommendations to the Manager of Recreation and Wellness about improved service and business process opportunities that impact both the incumbent's and colleague's functional areas within and beyond the department.
 - **Physical and Sensory Demands:** This role involves minimal physical demands and moderate sensory effect resulting in slight fatigue, strain, or risk of injury.
 - **Working Environment:** The role involves minimal to moderate exposure to psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control and constant interruptions (i.e. phone calls, emails, and unplanned but urgent service requests) that are impacted by varying student volumes at different times of the year.