

MANAGER, EXERCISE SCIENCE/WELLNESS CENTER

DEFINITION

Under the administrative direction and oversight, this position manages the daily functions of the Exercise Science/Wellness Center (ESWC); markets the center's services and training programs to students and the community; implements corporate contracts with business, industry, education, and government; serves as the primary liaison for employee wellness programs on campus; exercises leadership in identifying and recommending new practices and/or improvements to service area; provides highly responsible and complex administrative support; and perform a variety of other related duties as needed to address business needs and changing business practices. The position works directly with the division in the implementation of credit class offerings within the ESWC.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the assigned managerial personnel. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in all activities of the ESWC, including planning and development of program policies, procedures, and services. This position provides assistance for programmatic administrative, coordinative, analytical, and liaison capacities. Responsibilities include overseeing the operations of the ESWC, staff, programs, and diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the staff, students, and clientele in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Plans and manages the daily functions, operations, and activities of the ESWC in concert with College policies and procedures.
2. Markets all activities of the ESWC, campus-wide and the community at large; designs training programs and documentation and delivers presentations on a variety of related topics.
3. Recommends and implements goals, objectives, and practices for providing effective and efficient services.
4. Schedules student, employee, and client orientation sessions and into the appropriate Fitness Assessment Program; identifies the level of fitness assessment and stratification; coordinates the assignment of clients into the appropriate activities.

5. Monitors the completion of required program participation documentation such as Participant Consent; monitors the personal health risk appraisal screening process; maintains confidentiality of all participant information.
6. Oversees and coordinates education modules and scheduling of reinforcement/intervention strategies.
7. Works directly with Employee Wellness Committee to develop and implement programming.
8. Participates in the development, administration, and oversight of the program budget; monitors program expenditures to ensure compliance with established laws and regulations, as well as funding requirements.
9. Assists with the selection, training, motivation, and direction of department assigned personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline procedures; responds to staff questions and concerns.
10. Coordinates work schedules of Center employees to ensure adequate coverage.
11. Establishes, implements, and fosters an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility (DEISAA).
12. Oversees, leads, and provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
13. Utilizes critical thinking, sound decision-making, and problem-solving skills with tact, confidence, and diplomacy.
14. Implements, enforces, supports, and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
15. Participates in and supports employee participation on committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees, mandated trainings, and DEISAA related trainings as required.
16. Prepares and delivers DEISAA-minded presentations related to assigned areas as required.
17. Performs other related duties as assigned consistent with the scope of the position.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
3. Health Program standards and procedures; secure records handling.
4. Corporate wellness programming or fitness center operation and programming.
5. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Principles and practices of public agency budget development and administration and sound financial management policies and procedures.

7. Organization and management practices as applied to the development, analysis, and evaluation of programs and operational needs of the assigned department.
8. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Implement, advocate for, and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Oversee and address gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in recruitment and retention of faculty, management, and staff.
3. Exercise critical thinking and sound decision-making through observing, analyzing, inferring, communicating, and problem-solving in challenging situations with ethics, tact, confidence, and diplomacy.
4. Develop and implement resources and strategies towards the goal of being diverse, equitable, inclusive, socially just, anti-racist, and accessible in academic and work environments.
5. Evaluate and develop improvements in operations, procedures, policies, or methods.
6. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
7. Establish and maintain a variety of filing, record-keeping, and tracking systems.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Communicate effectively through various modalities.
11. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to a bachelor's degree from a regionally or nationally accredited four-year college or university with major coursework in Physical Education, Kinesiology, Employee Wellness/Corporate Wellness information technology or related field; and

2. Three (3) years of experience in teaching or working in Physical Education, Kinesiology, Corporate/Employee Wellness, Private Gym Ownership; and
3. One (1) year of supervisory experience.

Desirable Qualifications:

1. Experience directing or managing a fitness center, private gym, or physical education/kinesiology program.
2. Proven track record of implementing or overseeing programs or policies relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority-serving institution such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI); OR
3. Proven track record of participating in programs relating to diversity, equity, inclusion, anti-racism, and accessibility preferably in a minority-serving institution such as Hispanic Serving Institutions (HSI) and Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI).

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting; use of exercise and standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and close to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 45 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.