THE UNIVERSITY OF TAMPA
OFFICE OF CAMPUS RECREATION

Student Coordinator of Fitness

- Responsible for duties, supervision, and communication with the group fitness instructors, personal trainers, and Spartan Slimdown trainers
- Responsible for planning and implementation of various annual fitness and new events such as the Turkey Burn, Fitness Week, Dance Party, and fitness certification hosting
- Maintain an average of 5 office hours per week (varies with events), teach 1 group fitness class per week, and train 1 client per week. If coordinator does not have personal training certification, then he/she must teach 2 group fitness classes per week
- Meet one on one with the Assistant Director and the Student Coordinator of Operations weekly
- Hire, train and evaluate fitness staff with the guidance of the Assistant Director
- Maintain a surplus of supplies and forms for group fitness and personal training (contracts, log sheets, GX sign in sheets, etc.)
- Prepare fitness staff timesheets to be submitted to payroll
- Create and update marketing materials for fitness services and events (OSLE global, GX schedules, Trainer Binder), and regularly update the bulletin boards
- Work with the Assistant Director to create and assess learning outcomes
- Attend Student Recreation Council meetings
- Demonstrate and encourage professionalism through punctuality, work ethic, proper attire and creating a safe work environment conducive to learning
- Write a monthly status report to include staff performance, attendance and client data, event reports, issues, thoughts and suggestions
- Write and submit an end of the year report to the Assistant Director of Campus Recreation at the end of April
- Obtain staffing for events such as the Wellness Symposium and Health Fair
- Work closely with the wellness intern
- Other duties as assigned