



Job Classification Description

FITNESS FACILITY COORDINATOR/STRENGTH AND CONDITIONING COACH

VSC UP - PAT Bargaining Unit

Grade 11

Exempt

BASIC FUNCTION

Responsible for organization, supervision, management, and service provision in the Lyndon State College fitness facility; Coordinate and manage the operations of the fitness facility; assist in the strength and conditioning of student-athletes; supervise student interns and practicum students.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate and manage the daily operations of the fitness center.
- Order supplies; oversee daily upkeep, including repair, replacement, and maintenance of equipment and fitness materials.
- Ensure that facility users and staff adhere to proper health and safety practices.
- Work in cooperation with the SHAPE Manager to ensure building coverage during all operating hours.
- Supervise student interns and practicum students assigned to the fitness center. Assist in selection and training of student volunteers and interns.
- Assist in the strength and conditioning of male and female student-athletes in an NCAA Division III institution.
- Employ American Heart Association – American College of Sports Medicine recommendations for cardio-vascular screening, staffing, and emergency policies.
- Design and implement sport-specific strength, power, speed, agility, and conditioning programs.
- Teach and demonstrate proper techniques, conduct performance testing, and design summer training manuals.
- Comply with National Strength and Conditioning Association standards and guidelines related to: pre-participation screening and clearance; personnel qualifications; program supervision and instruction; fitness equipment set-up, inspection, maintenance, repair, and signage; emergency planning and response; records and recordkeeping; equal opportunity and access.
- Work closely with the Fitness Facility Advisory Committee and with the faculty in the Exercise Science Department.
- Perform other duties as assigned.
- Weekend and evening work is required.

SUPERVISION RECEIVED

General supervision is received from the Director of Intramurals/SHAPE Manager, with functional oversight provided by the chair of the Exercise Science Department.

MINIMUM QUALIFICATIONS

Bachelor's degree in exercise physiology, physical education, or other appropriate discipline, with a master's degree desirable, plus two years of relevant experience in a related field, or a combination of education and experience from which comparable knowledge and skills are acquired.

- First Aid – CPR certification
- Understanding of AHA – ACSM Policy and Procedure for Health Fitness Facility Staffing and Emergency Protocol
- Understanding of NSCA Standards and Guidelines for Professional Practice
- Certification or preparedness for certification as ACSM HFI, NSCA cPT, NSCA CSCS
- Strong and varied technical skills and interest in recreational activities.
- Broad base of knowledge and skills related to fitness center management.
- Ability to deal effectively with a wide range of college students and personnel, as well as facilities users outside the college.

This general outline illustrates the type of work which characterizes the job classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.