NYCC is an equal opportunity employer.

JOB POSTING
OFFICE OF HUMAN RESOURCES
April 22, 2014

POSITION: Director of Health and Fitness Education

DEPARTMENT: Health and Fitness Education

DIVISION: Finance & Administrative Services

HOURS: Full-Time, Exempt-Level Position, 35 hours per week, Monday through Friday, 8:30-4:30

Note: as a member of our exempt work force there could be occasions when a commitment beyond the normal workweek may be required.

GENERAL DESCRIPTION: Reporting to the Associate Vice President of Administrative Services, the Director is responsible for the comprehensive management of the department’s activities for the institution’s community consistent with the College’s mission, and sensitivity to the institution’s population and to the utilization needs of campus clubs, organizations and departmental functions. Additionally, the Director is responsible for the community membership program and related program concerns. Primary responsibilities include policy delivery, hours of operation, scheduling of routine and non-routine maintenance, hiring, supervision of personnel, general oversight of operations, fiscal planning, development and budget, program services planning and renovations, capital planning, advocating and communicating with the institution and others on behalf of the Health and Fitness Education program and servicing on committees as requested and/or appointed.

SPECIFIC RESPONSIBILITIES:
1. Manage all operations of the Standard Process Health and Fitness Center, an 88,000 square foot state of the art facility.
2. Supervise staff members who have responsibility over the Health and Fitness Center operations, intramural and club sports, aquatic area, office management, and community memberships.
3. Responsible for prioritizing and granting final approval of all facility space requests.
4. Manage the services, labor, and equipment needed to operate, maintain, and supervise the facility in a cost efficient manner.
5. Oversee maintenance plan to maintain a significant number of fitness equipment, select weight training equipment, and free weight equipment.
6. Develop, direct, and manage facility budgets.
7. Monitor compliance with operational policies and procedures.
9. Assists and prepares emergency response plans for the facility.
10. Work with Campus Security to provide security for facility and events when necessary.
11. Direct Group Fitness Programs.
12. Manage and maintain a comprehensive Campus information page to provide communication to NYCC students, faculty, staff, and perspective students.
13. Facilitate special events including but not limited to, Commencement, National Board Exams, and National Women’s Hall of Fame Inductions.
QUALIFICATIONS: This position requires an innovative, customer service oriented professional. A master’s degree and 5 years of managerial experience in an athletic and/or recreational facility setting preferred. Bachelor’s degree in a related field required. Successful candidates will possess strong leadership characteristics, excellent interpersonal, written and verbal communication skills, and the ability to problem solve and demonstrate sensitivity for cultural differences. Some night and weekend work is required.

NOTE: Due to the driving/travel requirements, this position is subject to the College’s Motor Vehicle Use Policy and the employee will be required to sign a release upon hire, as well as, annually; so that the College may obtain a Motor Vehicle Report for the personnel file.

If you are interested in applying for this position; please submit a cover letter, resume, and three letters of professional reference to: the Office of Human Resources, 2360 State Route 89, Seneca Falls, NY 13148, or e-mail your response to: owatson@nycc.edu.