

## Human Resources Department

<b>JOB TITLE</b>	<b>ASSISTANT DIRECTOR I, RECREATION AND WELLNESS</b>
<b>TYPE OF VACANCY</b>	<b>MIDDLE MANAGEMENT</b>
<b>DEPARTMENT/UNIT</b>	<b>RECREATION AND WELLNESS</b>
<b>REPORTS TO</b>	<b>DIRECTOR, RECREATION AND WELLNESS</b>
<p><b>SUMMARY:</b> The Assistant Director (AD) will provide assistance with the management and daily operations of the Department of Recreation and Wellness serving as a member of the departmental leadership team. The Assistant Director will assist with providing program development and delivery, personnel management and training, oversight of marketing, and assessment. The role will also provide support and assistance in fitness and wellbeing educational initiatives from the department to foster an environment of inclusivity. They will serve as the department's champion in student development initiatives, learning, evaluation and assessment.</p>	
<p><b>DUTIES &amp; RESPONSIBILITIES:</b> The position of Assistant Director I, Recreation and Wellness is required to perform a variety of tasks including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>➤ Assist with the recruitment, hiring, supervision, and evaluation of student staff and fitness instructors with assistance of Recreation and Wellness Coordinators</li> <li>➤ Assist with necessary training of all department employees</li> <li>➤ Develop and implement a plan to intentionally create inclusive opportunities integrating fitness and wellness initiatives with the assistance of wellness coordinator and Director</li> <li>➤ Provide programming leadership including general fitness, group exercise, personal training and educational workshops for students, faculty and staff. Preferably with ability and willingness to facilitate some group fitness classes</li> <li>➤ Assist with oversight, direction and execution of recreation activities, particularly intramurals programming in collaboration with recreation coordinator</li> <li>➤ Assist with department and division activities during evenings and weekends when required.</li> <li>➤ Assist with development and maintenance of a Group Exercise Instructor and Personal Trainer training programs preferably utilizing student staff members</li> <li>➤ Assist with providing leadership and mentorship to student staff members while creating a working environment that fosters growth and student development</li> <li>➤ Assist with overseeing design and implementation of all department outreach and marketing strategies- social media, website, and special events, specifically casual swim and fitness Centre campaigns</li> <li>➤ Assist with scheduling for all staff to ensure adequate staff coverage for programs and facilities</li> <li>➤ Serve as first point of contact for staff and patrons, in particular any concerns relating to the fitness centre and other assigned facilities. Inclusive of but not limited to daily operations, business functions, facility maintenance and enhancements, equipment purchasing and maintenance, and assisting with policy development</li> </ul>	

## POSITION ANNOUNCEMENT

- Responsible for all reservations of the facilities including updating of electronic scheduling calendar
- Assist with management of membership system software and serve as the primary point of contact for troubleshooting, training, and configuration
- Assist with providing regular detailed reports outlining pertinent information from portfolio such as financial reports of sales, expenditure, membership enrollment, direct recreation and wellness programming
- Assist with developing and executing research to evaluate, improve or create programming.
- Assist with the management the day-to-day operations of the department when Director is out of office or on leave
- Attend all department and division meetings, with ability to conduct meetings in Director's absence.

### REQUIREMENTS:

- Demonstrated proficiency in use of technology and social media to achieve goals; inclusive of excellent verbal and written communication using Microsoft Office Suite;
- Ability to work evenings and weekends as required to assist with department and division events or shift coverage;
- Ability to adapt to learning in-house systems of management/logistics/and robust daily operations of recreation facilities/programs;
- Successfully demonstrated experience in supervision preferably through campus recreation or higher education administration using targeted goals, program measurement and evaluation, conflict resolution and problem-solving skills.
- Successfully demonstrated professional or voluntary experience in the design, implementation, budget management and administration of innovative recreation, fitness, and wellness programs;

### QUALIFICATIONS:

- Bachelor's degree in Recreation Management, Sports Administration, Physical/Health Education or related field.
- Certified Personal Trainer through American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM), National Strength and Conditioning Association (NSCA), and/or American Council on Exercise (ACE) or other reputable association; or ability to obtain within 12 months.
- Certification in First Aid, AED and CPR or ability to obtain within 12 months

<b>Salary Grade</b>	<b>AD-1</b>
<b>Date Published</b>	<b>November 2022</b>
<b>Application End Date</b>	<b>December 2, 2022 (Or Until filled)</b>
<b>Date to be Removed</b>	<b>December 2022</b>



## POSITION ANNOUNCEMENT

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**Requested Information:** Interested applicants should submit the following electronically to the Human Resources Department (*noting the position in the subject field of the email*), via the email address below:

- A letter of interest highlighting work experience and accomplishments relevant to the position;
- A curriculum vitae or resume;
- Completed Employment Application Form – Staff ([Application-for-Employment-Staff.pdf \(ub.edu.bs\)](#));
- Copies of all academic qualifications with transcripts (original transcripts will be required upon employment), certificates; and
- The names and contact information of three professional references.

**Email Address:** [hrapply@ub.edu.bs](mailto:hrapply@ub.edu.bs)

**Subject:** Assistant Director I, Recreation and Wellness

**Attn:** **Vice President, Human Resources**

*The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Assistant Director I, Recreation and Wellness.*