INMOTION COORDINATOR APPLICATION

Campus Recreation InMotion Coordinator Position Description

APPLICATIONS DUE BY

Purpose:
Work with a team of students and professionals that encourage fun and healthy activities for the SSU community. The core responsibility of the InMotion coordinator is the development and promotion of dance, aerobics and movement classes for SSU students, staff, and faculty’s mental and physical well being. Ultimately the coordinator heads the InMotion program with another coordinator under the supervision of a full time professional.

Required Qualifications:
- Current SSU student
- Adult CPR/First Aid/ AED Current Certification
  (Campus Rec will provide opportunities for certification)
- Candidates should be reliable, self-motivated, and able to make decisions based on Campus Rec guidelines.
- Commitment to student leadership and development
- Awareness of safety concerns and risk management
- Ability to provide customer service
- Ability to supervise student staff and/ or participants and to work well with others as well as independently
- Excellent communication skills
- Must be available at least 10 hours a week for Office Hours.
- Advertise, interview, and employ quality group fitness instructors.
- Train employees on paperwork procedures, payroll and classroom rules.
- Create a schedule of classes, in observations to participant needs.
- Work one on one with other InMotion Coordinator and supervisor to continue to develop program.
- Implement existing or create an improved pass and payment plan for classes.
- Advertise and promote classes through fliers, social media, tabling, and any other acceptable advertising techniques.
- Document hours of instructors and turn in their payroll at the end of each pay period.
- Attend all meetings, workshops and retreats for the overall Recreational Sports program.
- Provide a welcoming, inclusive environment for staff and participants.
- Provide a friendly, upbeat, and customer service orientated environment at all times.
- Keep informed of Campus Recreation’s activities.
- Ensure a safe environment for all participants by being aware of Risk Management policies and procedures.
Preferred Qualifications and Expectations

- Group fitness teaching and/or leadership experience
- Positive attitude
- Can work well under pressure to meet deadlines and unexpected changes
- Works well with others. As inMotion Coordinator you report to and work with Fitness Coordinator as well as communicate to a staff of an average of 15 instructors
- Great communicator and speaks respectfully to others. Works to make the instructors feel comfortable to come to them for anything. At the same time maintains a professional relationship.
- Skilled in and interested to learn programs such as Microsoft, InDesign, MS Office, Facebook.
- Experience with marketing techniques such as:
  - Flyers
  - Facebook/Instagram
  - Website
  - Scheduling
- Has an understanding of wellness, sustainability, and diversity
- Makes decisions in line with our Campus Rec Mission and Values.
- Is available for job requirements. This may include: nights, mornings, and occasional weekends.
- Is currently or looking to be involved in the campus community.
- Is open to new ideas and ways of doing things that fit under our Rec Center Umbrella.
- Has passion for and experience with physical wellness and group fitness.
- Past responsibilities that show leadership roles
- The ability to commit to job needs and requirements

PLEASE ATTACH:
Resume - Current availability and class schedule – Spring semester availability
Additional Questions:

1. Why are you applying for this position?

2. What is your leadership experience?

3. What is your knowledge of or experience with the inMotion program?

4. Based on your knowledge of or experience with inMotion what do you think you can contribute to the program?