FITNESS AND WELLNESS
GRADUATE ASSISTANT

Department: Athletics

Reports To: The Fitness and Wellness Graduate Assistant reports to the Director of Wellness & Recreation.

Position Summary: Performs a variety of general administrative and first-line supervisory duties as needed to plan, organize, teach programs, and supervise the operational functions of the NPU recreation center. Position is adjusted around candidates’ strengths including facility management, group fitness, intramurals, strength and conditioning, etc.

Essential Responsibilities:
1. Assist the director with all tasks for which he or she is responsible and manage general operation of the facility in the director’s absence.
2. Assist director with coordinating and managing the Group Fitness Classes.
3. Teach at least 2-3 classes a week on the Group Fitness schedule.
4. Assist in teaching the GFIT instructor Group Fitness training program.
5. Help director to develop and implement personal training program.
6. Personal train and run training programs for new trainers.
7. Assist director with the management of the climbing wall staff and development/implementation of climbing wall programs.
8. Develop and conduct 7-10 wellness workshops for campus population.
9. Assist in the hiring, training, evaluation, and on-the-job training of desk attendants, floor staff, and climbing wall attendants.
10. Develop and coordinate weight room and fitness center orientations including instruction on strength cardio equipment and safety issues for all members.
11. Ensure equipment is in good working condition. Identify equipment maintenance needs and schedule inspections. Document maintenance or repair work completed.
12. Assist in the general maintenance and cleaning of the facility and its equipment.
13. Gather verbal and written feedback from students, faculty, and staff to evaluate the recreation center and respond to inquiries and complaints of center participants.
14. Participate in off-site training as needed for First Aid/CPR/AED certification.
15. Instruct group fitness classes.
16. Develop incentive programs to increase attendance in programming.
17. Effectively market and promote programs across campus to students, staff and faculty.
18. Other duties as assigned.

**Essential Qualifications:**
- Bachelor's degree in Recreation, Health and Physical Education, Exercise Science, Athletic Training, or related field is required. Applicants that are May graduates will be considered for the position.
- Certification through a nationally recognized organization is preferred (NSCA, ACSM, NASM, NIRSA, AFAA, or ACE). Applicants that are in the process of obtaining a certification from a nationally recognized organization will be considered.
- Experience teaching group fitness classes is desired.
- Red Cross certified in First Aid, CPR, and Automatic Emergency Defibrillator (AED) is desired.
- Excellent interpersonal and oral skills.
- Able to work independently and in teams.
- Ability to handle details accurately.
- Strong customer service orientation.
- Computer literacy in Microsoft Word, Excel, Outlook, and databases needed.
- Personal commitment to North Park’s mission of Christian higher education.

**Effective Date:** January 2021

*NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.*

**To Apply:**
If you meet the above qualifications and wish to be considered a candidate for this position, please send a cover letter and resume to: Ericka Adams, Recreation & Wellness Director, at ejadams@northpark.edu. Review of applications will begin immediately and will continue until the position is filled.