JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Fitness & Recreation Coordinator

Job Code: 6755

Salary Grade: S07

FLSA Status: Exempt

Job Family: Managerial Family

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Responsible for supporting members in achieving their health and fitness goals through instruction, motivation, and safe exercise practices in both our gym and pool facilities.

- Coordinates fitness and recreation programs and ensures high-quality customer service by overseeing facility scheduling, personal training services, emergency response readiness, and the cleanliness and maintenance of the fitness center and equipment
- Plans and evaluates programs, services, and facility operations
- Develops, schedules, and facilitates educational and health promotion activities including seminars, fitness classes, personalized exercise programs, lectures, and workshops
- Manages inventory and equipment usage including rental coordination
- Conducts research and analyzes data to support events and program initiatives
- Prepares reports and compiles statistical information for program evaluation and planning
- Trains, schedules, and evaluates junior level staff and student employees
- Supports the development and implementation of emergency action plans and conducts staff training in CPR, AED, First Aid, and emergency response protocols
- Acts as the primary contact for program-related inquiries and communication
- Coordinates facility scheduling for sports events, games, and related activities
- Oversees administrative tasks, enforces policies, and ensures compliance with rules and procedures
- Leads fitness classes and/or provides personal training instruction
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Requirements

Education:

- Bachelor's degree in health, exercise, sport science, or relevant field.

Equivalency/Substitution: Experience or a combination of education & related experience can be considered in lieu of degree. A one-to-one ratio is used to determine the number of years of experience required in place of a degree.

Experience:

- 2 years of experience coordinating fitness programs and providing fitness guidance to customers

Required Certifications or Licenses:

- Valid Driver's License

One or more certifications may be required based on the assigned area

- Certified as an exercise professional by a nationally recognized organization.
- Lifeguard Certification
- First Aid/CPR/AED Certification

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Knowledge of health promotion, fitness, and wellness program planning and implementation
- Understanding of exercise science, personal training principles, and group fitness instruction
- Familiarity with emergency response procedures, including CPR, AED, and First Aid·
- Highly organized and able to handle multiple projects and deadlines
- Able to work well with interdepartmental teams and initiatives

- Strong initiative to solve problems
- Able to effectively evaluate projects/programs and produce comprehensive reports
- Detail oriented for accuracy of data and information
- Ability to work a flexible schedule, including early mornings, evenings, weekends, and holidays as needed

Working Conditions

Physical: Ability to lift and carry 50lb over short distances. Must be able to move with haste for extended amounts of time, pull or push objects with upper and lower body, and reach above head or stoop down.

Environmental: Health club environments, including office, hospitality, aquatic, sports, fitness, and mechanical area spaces. Physical stress exposure (hot, cold, windy, dirty, or loud climate). Flexible schedule including early mornings, evenings, weekends, and holidays as needed

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