



## Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

# Student Employee Job Description

**Position:** Group Exercise Coordinator

**Primary Function:** The group exercise coordinator directly assists in the administration and delivery of the group exercise program.

### Specific Functions:

- Assist in the training, selection, supervision, and evaluation of the student group exercise instructors.
- Create and maintain group exercise schedule.
- Assist in finding appropriate substitutes for classes due to instructor absence.
- Monitor all student instructors to ensure they are providing safe, fun, and motivational group exercise classes.
- Continue to teach group exercise classes as needed.
- Teach the 8-week instructor training course in Spring semester.
- Plan and assist with the delivery of special group exercise-based events.
- Assist in the marketing and promotion of group exercise programs to the campus community.
- Track and report usage statistics for all group exercise classes.
- Attend all staff meetings and trainings.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

### Qualifications:

- Maintain an overall 2.4 GPA and be a current SUNY Oswego student for the duration of employment.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).
- Successful completion of one of the group exercise instructor courses.
- Two semesters of service as a group exercise instructor.
- Must possess strong interpersonal and customer service skills.
- Demonstrated skills in leadership, decision-making, confrontation management, and problem-solving.
- Demonstrated commitment to fitness and well-being.

### Terms of Employment:

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage + \$1.00 (subject to change based on budgetary allocations).
- Employees are required to arrive to campus a few days before the start of the semester for staff training each semester.
- The total work time is at least 7 hours/week. Work includes regular class instructions.
- Employees may be required to work at both facilities, on weekends and/or late evenings.
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).