

Campus Rec Fitness & Club Sports Coordinator

Campus Recreation is a fun, fast-paced, and dynamic work environment that offers multiple employment opportunities for students with a variety of interests and experiences. Student Coordinators are the highest level student leadership positions in Campus Recreation who are integral in the development, administration, and operation of multiple areas within the recreation program. The coordinator position provides students with the opportunity to develop valuable professional skills and lead our programs through direct hands-on experience for the **2019-2020 academic year**.

Qualifications

- Currently enrolled as a student and authorized for employment at Hamline University.
- Strong organization skills and attention to details are a priority for this position.
- Excellent interpersonal, verbal and written communication skills.
- Capable of managing other student employees within in a supervisory role.
- Reliable and has the ability to maintain a flexible work schedule.
- Work approximately 10 hours per week.
- General computer skills including knowledge of Microsoft Office Suite.
- Flexible schedule to work within the needs of the program including evenings, early mornings, weekends, and break periods.
- Must be available for all required meetings, training sessions and events.
- *Preference will be given to students that do not hold other leadership positions at Hamline, knowledge of recreation and sports, and/or interest in pursuing a career in sport management, exercise science, or related field.*

Job Responsibilities

- Assist with planning and promoting fitness programming opportunities offered through Campus Rec including group fitness classes (ex. Zumba, Yoga, etc.) and National Recreational Sports and Fitness Day to the Hamline community.
- Work collaboratively with Campus Rec student leaders and other programming/student groups (Peer Ed, HUPB, etc) to explore new opportunities for students to lead an active and healthy lifestyle.
- Assist with managing fitness instructors, registration, scheduling, and equipment inventory.
- Assist with managing and developing opportunities for student run club sports.
- Maintain regular weekly office hours.
- Regularly attend fitness and other recreational events as requested.
- Certification or advanced training in group exercise, personal training, strength training, or other recognized fitness programs may be obtained in this position but is contingent on funding.

Compensation

- Minimum \$11.00/per hour.
- Paid trainings throughout the year.