



## ***Fitness Center Supervisor***

### **Position Description**

The Fitness Center Supervisor position is a part-time employment opportunity within the Division of Student Affairs that reports to the Assistant Director of Campus Recreation for Fitness and Wellness. The supervisor is expected to oversee Fitness Center staff and serve as a liaison between student staff and the Assistant Director.

### **Position Responsibilities**

The Fitness Center Supervisor will be responsible for administrative and operational procedures as well as overall leadership pertaining to fitness programs within Campus Recreation. A person in this role is required to be on-site for programming during evening and weekend hours.

- Pre-screen, select, interview, and hire new job applicants
- Schedule all student staff prior and during each semester
- Cover shifts on a short notice and be on call when necessary
- Assist with training of new employees
- Process student payroll on a monthly basis
- Assist with department's initiatives and duties based on the discretion of the Assistant Director

### **Minimum Requirements**

- Enrollment in a degree program at the University of Mary Washington
- Minimum cumulative GPA of 2.00
- Enrolled in a minimum of 6 credit hours at the UMW
- Meet all satisfactory academic program requirements  
<http://adminfinance.umw.edu/financialaid/satisfactory-academic-progression-policy/>
- Current CPR, First Aid, and AED certification
- At least one semester in the Fitness Center Staff Member's role
- Ability to work independently and meet deadlines

### **Preferred Requirements**

- Enrolled full time at the UMW
- Background in fitness and wellness
- Strong public speaking and writing skills
- Peer leadership experience
- Driven and internally motivated to succeed

### **Compensation**

The Fitness Center Supervisor will receive the compensation of \$7.55 an hour in exchange for approximately **15 hours** of work per week.

### **Application Procedure**

Candidates should submit the online application along with their resume, indicating they are applying for the Fitness Center Supervisor position and list of 3-4 references with contact information.