

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Fitness Coordinator
University Recreation
Regular Full-time Position
Position Number 643100**

The Fitness Coordinator reports directly to the Assistant Director and serves as a member of the leadership team for University Recreation. The incumbent is responsible for the planning, organization and implementation of fitness and wellness programs and management of fitness staff and facilities.

Primary Duties and Responsibilities

- Perform administrative and supervisory responsibilities in support of department, division and University goals.
- Develop, promote, schedule and conduct a variety of fitness and wellness activities, incentives and educational programs.
- Assist with recruiting, hiring, training, scheduling, evaluation and supervision of student fitness and facilities personnel.
- Assist with recruiting, hiring, training, scheduling, evaluation and supervision of fitness instructional staff to include group fitness instructors and personal trainers.
- Manage fitness equipment function and inventory with an emphasis on quality, preventative maintenance and safety.
- Provide high quality service within department guidelines in each interaction with both external and internal customers.
- Monitor staff and daily operations for efficiency, consistency and adherence to departmental policies and procedures.
- Support safe and effective operations through observation and reporting of facility and equipment function.
- Maintain current CPR, AED and first aid certification.
- Attend University, division and department events as requested, which may include driving and transporting students.
- Coordinate student staff development and training to include in-service workshops.
- Assist with employee staffing schedule.
- Perform other job-related duties as assigned.

Knowledge, Skills and Abilities

- Ability to efficiently develop and implement fitness and wellness activities.
- Ability to train and evaluate fitness staff members to include fitness instructional staff.
- Ability to effectively model, teach, maintain and evaluate customer service.
- Ability to use sound judgment in decision-making and interactions with people.
- Ability to follow APSU guidelines, policies, procedures and emergency preparedness.
- Ability to work a varied schedule which may include early morning, evening and weekend hours.
- Ability to work collaboratively and effectively with local and University community constituents.
- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

Required Minimum Qualifications

- Bachelor's degree in sports management, sports administration, health and human performance, recreation administration or a related area.
- Valid Driver's License.
- Experience in university recreation programming with a demonstrated knowledge base in exercise and wellness theory and practice.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Master's degree.
- One year of experience with wellness/health promotion programming.
- Certification as a personal trainer and/or group fitness instructor.

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