

**BGSU Recreation and Wellness
Student Employment Position Description**

Job Title: Fitness Supervisor

- A. Main Purpose of the job:** Oversee group exercise and personal training program.
- B. Primary responsibilities or key duties of the job (tasks performed regularly):**
1. Demonstrate knowledge of exercise principles, kinesiology, and biomechanics.
 2. Review trainers and instructors programs in strength, cardiovascular, and flexibility.
 3. Conduct training on modifications of the exercises appropriate for the participants.
 4. Oversee fitness assessments.
 5. Develop training materials on motivation and leadership for trainers.
 6. Hire, train, and schedule fitness staff members.
 7. Oversee client database and record keeping.
 8. Serve on Recreation and Wellness Student Employee Board (SEB).
 9. Promote the mission of Recreation and Wellness.
- C. Additional duties (tasks performed occasionally):**
1. Provide monthly meetings.
 2. Oversee equipment cleaning and inspection.
 3. Administer mentor forms and peer evaluations and conduct follow up.
- D. Basic Qualifications:**
1. ACSM, NSCA, AFAA, ACE or other personal trainer certification and aerobic certification.
 2. CPR, First Aid, AED, Preventing Sexual Harassment and BBP training.
 3. Strong communication skills.
 4. Strong leadership skills.
 5. Preferred 2.5 GPA.
- E. Additional Information:**
1. Student Supervisor works up to ten (10) hours per week.