Title: Fitness Specialist

CONTEXT OF THE JOB:
Under general direction of the Employee Health and wellbeing manager, the Fitness Training & Development Specialist is responsible for the design, development, coordination, implementation and evaluation of employee fitness programs and activities, including oversight of the Employee Fitness Center (EFC). The position supervises staff, ensures proper maintenance of participant and program records, reports on program effectiveness, and carries out other projects and duties which contribute to the program effectiveness as assigned.

MAJOR RESPONSIBILITIES:
- Identifies employees’ fitness interests using various assessment methods and/or tools. Ensures that participants’ needs are met satisfactorily. Verifies that fitness programs and activities comply with UD standards and closely follow the guidelines established by the American College of Sports Medicine. Coordinates monthly/quarterly reporting activities.
- Plans and implements fitness programs focused on maintaining or increasing compliance around physical activity. Employs a variety of communication and health promotion techniques to facilitate behavior change for participants at each stage of the behavior change process. Develops and distributes promotion materials. Coordinates special events, including the annual 5K fun walk/run.
- Conducts fitness testing and prescribes exercise programs. Evaluates cardiorespiratory, muscle conditioning and flexibility of participants. Develops and instructs group exercise class. Suggests formatting and schedules group exercise classes. Instructs participants on proper execution of exercise program.
- Monitors and tracks participation in fitness activities as well as EFC utilization. Uses fitness software to track data. Researches recent industry trends in planning and evaluating programs. Develops and maintains files of resources for augmenting program delivery and activities.
- Prepares monthly and quarterly activity reports. Facilitates close alignment of programs with wellness activities that support the business needs and prepares proposals that outline expenditures to maintain cost effectiveness.

QUALIFICATIONS:
- Bachelor’s degree with three years’ experience, or any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved. Degree in a health, fitness, physical education, or other related field preferred.
- Knowledge of health, exercise, and fitness concepts and principles.
- Ability to plan and implement health and fitness programs.
- Skill in the use of computers, preferably in a PC, windows-based environment, and the related applications and programs.
- Knowledge of operation and maintenance of a fitness facility.
- Effective customer service and interpersonal skills.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups.
- Familiarity with medical terminology.
• Ability to develop and interpret a variety of instructions furnished in written, oral, diagram or scheduled form.
• Ability to read and interpret documents, safety rules, operating and maintenance instructions and procedure manuals.

SPECIAL REQUIREMENTS:
CPR and First Aid certification. Accredited health and/or fitness certification (CHES, ACSM, ACE, AFAA) preferred. Group Fitness certification preferred. Health coaching certification preferred.

Hours of Operation
• 26 throughout the week
• Monday-Thursday, 12-6:30pm
• Location: Newark Campus

To Apply: Please send your cover letter and resume/cv to Beth Finkle at efinkle@udel.edu. If you have any questions, please email chs-hr@udel.edu.