



## VACANCY ANNOUNCEMENT

**Position Title: Fitness Center Director**

**Position #: 400410**

**Position Status: Full-Time**

**Reports To: Athletic Director**

### **DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Vice President of Student Services, the Fitness Center Director will:

1. Manage all fitness activity areas and equipment.
2. Develop and implement fitness programs; to include summer training programs, development of training programs in a comprehensive individual exercise programs according to the participants needs, small group and team training setting for all clients as well as for all athletic programs based on team/coach needs.
3. Evaluate student fitness-related needs and interest, evaluate programs, and design programs to meet student demand.
4. Market Fitness Center programs to the campus and community.
5. Oversee maintenance and repair of equipment, and recommend equipment purchases.
6. Provide customer service training for all staff.
7. Assist patrons with equipment operation and etiquette.
8. Serve as the representative for Fitness Center related issues.
9. Organize and hire personnel for group classes (Aerobics, Zumba, Silver Sneakers).
10. Complete and submit required reporting documents for the Silver Sneakers program on required time schedule.
11. Manage Fitness Center budget and make recommendations related to budget.
12. Manage Fitness Center staff and staff scheduling.
13. Manage all aspects of assigned PED classes (orientations for new students, entering grades for all sections, etc.)
14. Operate Fitness Center software.
15. Ensure that the Fitness Center and Auxiliary Gym is well maintained and cleaned on a daily basis by personnel and staff. Has the overall responsibility for janitorial maintenance of both facilities and equipment to create a clean environment. Maintain cleaning supply inventory and cleaning supply list.
16. Develop, update, and enforce Fitness Center policies, rules and procedures.
17. Mediate and resolve disputes with clients, students and staff.
18. Hiring and ongoing evaluation/training of staff and student personnel.
19. Serve as the contact person to schedule events for McDivitt Center. Coordinate with appropriate staff to ensure they are aware of scheduled events and Facility Use Contract has been completed.
20. Manage Fitness Center Calendar to ensure all up-coming events are listed and also uploaded to campus calendar.
21. Perform other duties as assigned by the Athletic Director.

*See Human Resources for a complete job description.*

**Minimum Qualifications:**

- Bachelor's Degree in health, physical education, fitness, Kinesiology or related field
- Must be able to secure First Aid, AED and CPR Certification within 6 months.

**Preferred Qualifications:**

- Master's Degree in health, physical education, fitness, Kinesiology or related field.
- Certified Strength and Conditioning Specialist Certification (CSCS).
- Management/administrative experience.
- Knowledge of all types of wellness/fitness equipment.
- Computer skills with database (able to determine usage and tracking).
- Experience with the development of wellness programs.
- Experience with fitness instruction.
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people.

**SALARY:**

\$35,000 – \$40,000 with excellent benefit package including retirement, health, vision, dental and life insurance  
12-month Full-Time position

**APPLICATION INSTRUCTIONS****For consideration, an applicant file must contain:**

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.)
4. Names, addresses, and phone numbers of 3 professional references

**APPLICATION DEADLINE**

March 19, 2019

**POSTION START DATE:**

As soon as possible

**Submit Application Packet To:**

Otero Junior College  
Attn: Carol Noll  
Director of Human Resources  
1802 Colorado Ave  
La Junta, CO 81050

FAX: (719) 384-6947

**Or Email To: [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu)****Inquiries May Be Directed To:**

Carol Noll  
(719) 384-6824

*Applicants must submit to and pass a background check before an offer of employment can be extended.*

**Notice of Non-Discrimination**

Otero Junior College prohibits all forms of discrimination and harassment including those that violate federal and state law or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120. The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Otero Junior College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Marlene Boettcher, Director of Human Resources, as its AFFIRMATIVE ACTION (AA), OFFICER, EQUAL OPPORTUNITY (EO), AND TITLE IX COORDINATOR with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions, please contact Carol Noll, Director of Human Resources at 719-384-6824, [carol.noll@ojc.edu](mailto:carol.noll@ojc.edu), or 1802 Colorado Ave. MacDonald Hall Room #221, La Junta, CO 81050.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

*The Federal Clery Act (The Student Right to Know and Campus Security Act of 1990) requires all institutions of higher learning to make available to prospective employees the agency's Annual Security Report/Campus Crime Statistics. A paper copy of this report can be obtained at the Student Services Center upon request or at: <http://www.ojc.edu/content/marketing/catalog.pdf>. This report includes statistics for the previous three years concerning crimes that occurred on campus or on property controlled or owned by Otero Junior College, as well as public property within, or immediately adjacent to and accessible from, our campus.*

*Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinarily terminated or resigned in lieu of termination, must disclose this information in your application packet*

**Qualified protected class individuals are encouraged to apply**

Otero Junior College must comply with the Immigration Reform and Control Act of 1986. If hired you will be required to provide documents to show your identity and authorization to work. In addition, Colorado fiscal rules require direct deposit for all new employees.

## **ABOUT OTERO JUNIOR COLLEGE:**

Founded in 1941, Otero Junior College is a state two-year community college with approximately 1500 students (1250 FTE) made up of traditional, non-traditional and international students. The college is governed by the State Board for Community Colleges and Occupational Education. OJC is located on an attractive 40-acre campus on the southern edge of La Junta, Colorado. The college is a full-service campus with dormitory housing, food service, men's and women's varsity intercollegiate athletics, and state-of-the-art educational technology. The city of La Junta has a population of approximately 8,000 and is located on Highway 50, sixty miles east of Pueblo. The college serves the residents of Otero, Bent, and Crowley counties. This rural geographic area in southeast Colorado is primarily agriculture based and has a population of approximately 33,000 people. Students at OJC can earn degrees in Associate of Arts, Associate of Science, Associate of Applied Science, Associate of General Studies or an Associate Degree in Nursing. Students who wish to pursue vocational occupations will find over a dozen one- and two-year certificate programs available. Career and Technical Education certificate programs at OJC include:

- Agri-Business Management
- Agricultural Production Management
- Artificial Insemination
- Cosmetology
- Emergency Medical Service
- Health Navigator Community Health Worker
- Law Enforcement
- Nursing Assistant
- Pesticide Application
- Phlebotomy
- Practical Nursing

To learn more about Otero Junior College, visit the college's website at [www.ojc.edu](http://www.ojc.edu).

## **OJC MISSION STATEMENT:**

To provide quality higher education that is accessible, transforms lives, expands employment opportunities, enriches our communities, promotes individual and global cultural diversity, and fosters economic development.