

**FACULTY STUDENT ASSOCIATION OF
TOMPKINS CORTLAND COMMUNITY COLLEGE**

Position Title:

Recreation & Fitness Assistant

Grade:

Grade 2

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Organizational Unit:

Athletics/Recreation

Reports To:

Recreation / Fitness Coordinators

Approved By:

October 15, 2020

SUMMARY

Assists the Coordinators of Recreation, Aquatics and the Fitness Center in the operation and supervision of the fitness center, open recreation, intramural sports and aquatic programs. Work performed under the general supervision of the recreation and/or fitness center coordinator. Supervision exercised over subordinate staff.

NATURE AND SCOPE

- Conducts intramural, recreation and aquatic activities.
- Supervises recreation and fitness programming.
- Enforces safety procedures and operational procedures.
- Leads instructional clinics for activities offered by the department.
- Assists the recreation / fitness coordinator in the promotion of programming.
- Assists the recreation / fitness coordinator in maintaining user information and records.
- May officiate and train student officials for intramural contests.
- May assist in supervising and teaching in aquatics programs.
- Encourages positive social interaction and participation in departmental programming.
- Other related duties as assigned.

Knowledge, Skills, Abilities and Personal Characteristics

- A thorough understanding of fitness, sport and game activities.
- Ability to plan and supervise subordinate employees.
- Ability to work well with college students, staff, and community.
- Potential to lifeguard and teach and supervise swimming lessons for community members

MINIMUM QUALIFICATIONS

Graduation from an accredited high school and two years of experience in recreation, fitness, aquatics OR Associate degree in Recreation or related field, with one year's experience in the areas of recreation, physical education/athletics, or a related field. Physical condition commensurate with the demands of the position.

Current or ability to secure certifications in First Aid and CPR/AED by appointment date. Must have and maintain certifications in First Aid and CPR/AED.

This position is subject to a criminal background check.