



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **DIRECTOR OF COMMUNITY FITNESS**

A Classified Supervisory (Exempt) Position  
Grade 193E – Salary Schedule 35

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#### ***A. The Position***

Reporting to the Chancellor designee, the Director of Community Fitness will provide overall leadership and coordination for, planning, managing, and supervising staff, programs, budgets, and services provided by the San Mateo Athletic Club and serve in a consulting capacity to Cañada College for the development of community fitness programs. Public contact is extensive and includes staff, students, the general public and campus visitors. A high degree of independent judgment and creativity are required to resolve minor and major problems that arise. The Director of Community Fitness supervises the work of classified staff and student assistants as assigned.

#### ***B. Duties & Responsibilities***

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Provide day-to-day coordination and management of the San Mateo Athletic Club at College of San Mateo, including membership services, billing, and fitness club operations
2. Plan, provide leadership for, organize, and direct the development and review of San Mateo Athletic Club program offerings; collaborate with college personnel in San Mateo Athletic Club offerings and scheduling
3. Develop and implement marketing, outreach, and advertising plans
4. Provide information and various resources about programs, courses, and services to the public and campus stakeholders
5. Supervise a diverse staff assigned to the programs under the areas of supervision
6. Make hiring recommendations and evaluate San Mateo Athletic Club staff
7. Assess annual department or program staffing requirements and recommend changes to staffing as required
8. Develop and manage program budgets to ensure fiscal stability
9. Ensure compliance with local, state, and federal regulations
10. Assure that the facilities are maintained in a neat and organized manner in collaboration with the Dean of Kinesiology, Athletics, and Dance
11. Manage the San Mateo Athletic Club website and other social media accounts
12. Make equipment repair, maintenance, and replacement recommendations in collaboration with the Dean of Kinesiology, Athletics, and Dance
13. Perform related duties as assigned

***C. Minimum Qualifications***

- Bachelor's degree from an accredited institution, preferably in business administration or a closely related field OR an equivalent combination of education and experience
- Successful management experience of increasing responsibility in a related area
- Possession of a valid First Aid/CPR certification or ability to obtain one within six months of employment
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff

***D. Physical/Other Requirements***

This classification requires multi-tasking, flexibility, adaptability; accurate work under deadline pressure; attention to detail; listening, sensitivity and tact; persuasive communication; negotiation; compromise; manual dexterity; working independent of direct supervision or specific guidelines; and data analysis to perform the essential functions.

***E. Knowledge, Skills & Abilities***

1. Knowledge of the procedures required for budget planning, assessment, implementation, reporting, and tracking
2. Understanding of and commitment to the role and purpose of the community college
3. Demonstrated knowledge and experience with disadvantaged and underrepresented students
4. Knowledge of a variety of innovative fitness strategies, techniques, and practices
5. Demonstrated skill in oral communication, including public speaking; and written communication
6. Skill in implementing both short- and long-range operational plans and procedures
7. Knowledge of and skill in working under federal, state, and local regulations, policies, and procedures
8. Proficiency in the use of a variety of computer software and database programs
9. Experience developing innovative programs that strengthen the quality of services provided to student and community fitness members
10. Proven excellence in service standards, team development, and assessment tools
11. Ability to ensure effective transitional pivots, new programming, and facility launches
12. Awareness and demonstrated relationship building of inter-departmental needs in an academic environment
13. Clarity to develop and maintain staff sustainability through the development of integrity-focused professional work environments for diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and backgrounds of community college students, faculty, and staff
14. Proficiency in the development of internal and external communications standards, aligned with organizational integrity assurances and interdepartmental considerations
15. Demonstrated history of creative problem-solving initiation and knowledge integrity-aligned deliverance within the organizational structure