



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Fitness Manager

Position Summary:

Serves as Fitness Manager for the Owens Health & Wellness Center. Manages and develops health and fitness programs. Facilitates fitness classes, manages the day-to-day operations of the fitness center, and maintains the facility and equipment.

Responsibilities:

- **Execute daily fitness center operations.**
 - Report to the OHWC health educator.
 - Coordinate and promote fitness programs.
 - Complete all required internal professional development training.
 - Ensure facility is clean and safe for daily use, including sanitizing equipment and securing appropriate layout of equipment to increase access and enhance fitness.
 - Instruct users in proper operation of fitness equipment and exercise safety.
 - Confirm existing memberships and establish new fitness center memberships.
 - Submit daily, weekly, and monthly activity reports, as requested.
 - Utilize various hardware and software to complete reports and collate membership data effectively.
 - Track activity participation data.
 - Maintain fitness center records.
 - Develop marketing plans to recruit and retain active members.
- **Conducts campus-wide fitness activities, seminars, and physical activity sessions.**
 - Consult with health educator to identify education and service delivery methods.
 - Design activities, seminar content, and training, where appropriate and required.
 - Adhere to fitness schedule.
 - Facilitate fitness classes.
 - Provide personal assistance to members during activities and physical activity sessions.
 - Execute emergency response practices in all emergency situations that occur during class.
 - Report and record all incidents/injuries to the OHWC director.
 - Secure individual agreements, waivers and liability releases for each participating member and provide to Tougaloo College OHWC Administration.
 - Perform other related duties as assigned.

Certification Requirements:

Secure and maintain current, required certifications:

- Certified Personal Trainer Certification (NCCA or ISSA)- Acquired within ninety (90) days of the start date; Provide evidence of current certification annually.
- Basic Life Support (BSL) Certification - Acquired within thirty (30) days of the start date; Provide evidence of current certification annually.
- Silver Sneakers Certification - Acquired within thirty (30) days of the start date; Provide evidence of current certification annually.

Required Experience/Knowledge/Skills:

A bachelor's or associate degree from an accredited college or university in a related Health, Physical Education & Recreation (HPER) field is required. The applicant must have at least two (2) years of work experience in fitness programs. Strong leadership skills and the ability to communicate and work with diverse populations at all levels, including community members served by the fitness center, community leaders, community volunteers, school officials, local/state/federal elected officials, and the media, are required. Computer skills are needed to input data in real-time and update existing data.

The above duties and responsibilities listings are incomplete and subject to review and change. Other tasks may be performed as assigned.

Date of Position Opening:	August 13, 2025
Application Deadline:	Until position filled
Salary:	Commensurate with experience
Job Listings:	<u>https://www.tougaloo.edu/about-tougaloo-college/jobs</u>
**Email App/Resume/Cover Letter to:	<u>TougalooCareers@tougaloo.edu</u>
Physical Address:	Tougaloo College Attention: Director of Human Resources 500 West County Line Road Tougaloo, MS 39174

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER