Job Title: Coordinator, Instructional Programs

BCAT Code: 09JX30
Pay Grade: G15

Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
Manages, supervises and organizes all aspects of classes and instructional clinics.

Examples of Duties
- Coordinates instructional activities in the clinic, such as recruiting, hiring, supervising, evaluating, and scheduling qualified instructors.
- Communicates with the instructors regarding their availability, faculty requirements, class schedules, semester dates, and policies/procedures.
- Coordinates the fitness classes.
- Develops the annual justification for the budget; initiates requests; monitors expenses.
- Supervises and monitors the registration process.
- Assists with the marketing efforts.
- Ensures that the equipment is safe for the participants.
- Develops, maintains, and enforces standards for the safety and risk management.
- Maintains the records on qualifications and certifications.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Ability to provide direct independent supervision.
- Ability to assist in the planning of the departmental budget.
- Ability to manage and maintain confidential information.

Minimum GSU Hiring Standards
Bachelor’s degree in Exercise Science, Recreation, Physical Education, Sports Administration or related field and three years of related experience; or a combination of training and related experience. Must have Cardiopulmonary resuscitation (CPR) and First Aid certifications.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.