

ASST DIR, FITNESS & WELLNESS
Old Dominion University

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Posted Mar. 21, 2025, set to expire Nov. 1, 2025

Job Title	ASST DIR, FITNESS & WELLNESS
Department	RECREATIONAL SPORTS
Institution	Old Dominion University Norfolk, Virginia
Date Posted	Mar. 21, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Athletics
Job Website	https://jobs.odu.edu/postings/22808
Apply By Email	
Job Description	

Job Summary

Oversees and is responsible for the fitness and wellness programming and services including group exercise classes, the P.O.W.E.R program, fitness specialists, personal training, management of ODU Fitness Center, and collaborating with internal and external stakeholders. Additional responsibilities include budgeting, marketing, strategic planning, assessment, and policies and procedures development and implementation. Responsible for supervision of the Coordinator, Graduate Assistants, student staff and hourly employees. This position is responsible for maintaining current certifications and continuing education related to the recreation field. This position assists in long range planning and implementation of departmental programming as it relates to the overall mission within the Division.

Given the nature of the positions in Student Engagement & Enrollment Services that provide support to

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student services and/or student-centered programs, the employee occupying this position may be required to work during a university closing. There may be occasions where the employee will be asked to work during university closings as directed by his or her supervisor. These instances may include working from a remote location (i.e. telework, etc.).

Minimum Qualifications

- **Master's degree in public health, health education, exercise science, recreation, social work, psychology, or related fields required; or a bachelor's degree in areas previously indicated along with experience equivalent to a master's degree.**
- Strong knowledge of the fitness and wellness industry as it relates to the management of programs and services as well as trends that are of benefit to a diverse undergraduate and graduate student population.
- High level of organizational skills, proven record of delivering quality results in a timely manner, excellent written and oral communication skills, excellent interpersonal skills, critical thinking.
- Excellent organizational, management, leadership, communication and interpersonal skills; ability to work evening and weekends as required by the responsibilities of the job; ability to work cooperatively and collaboratively with other individuals and departments on campus and in the surrounding community.
- Strong supervisory skills to manage full and part time employees.
- Must be proficient in MS Word, PowerPoint, Excel, and willingness to learn new programs.
- Ability to work evenings and weekends. Ability to maintain confidentiality and work with a diverse population.
- First Aid, CPR and AED certifications required or ability to attain within 90 days of employment.
- Some work experience in desktop publishing.
- Demonstrated fitness and wellness experiences including group exercise, personal training, and wellness programming.
- Demonstrated experience with budget management and justification.

Preferred Qualifications

- AFAA, ACSM, and CHES preferred.
- Work experience within a collegiate setting is highly preferred.
- Some supervisory experience of student staff and professional staff preferred.
- Working knowledge of student development theory preferred.



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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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