



Associate Director of Fitness and Wellness

Northwestern University Recreation

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Closing Date:

Salary: \$68,000-\$73,000

Description:

Job Summary:

Under the administrative direction of the Senior Associate Director of Recreation, the Associate Director of Fitness & Wellness directly manages and executes the daily operations of all Fitness & Wellness programs and services. This role is responsible for hands-on oversight of staffing, scheduling, budgeting, program implementation, marketing coordination, customer service delivery, and risk management for offerings serving students, faculty, staff, and community members. The Associate Director actively leads hiring, training, supervision, financial tracking, program assessment, and operational problem-solving to ensure high-quality service delivery and safe facility operations. In addition to overseeing strategic priorities, this role is deeply engaged in the development, implementation, and continuous improvement of programs and services.

*Willingness and ability to work a non-traditional schedule including evenings, weekends and holidays as required.

**Note: Not all aspects of the job are covered by this job description. Other duties as assigned.

Specific Responsibilities:

- Hire, train, supervise, and evaluate part-time Fitness Coordinator, Personal Trainers, and contractual massage therapists.
- Indirectly supervise temporary and student staff of forty-five Group Exercise instructors.
- Lead the design, implementation, promotion, and evaluation of personal training, private yoga and Pilates, massage therapy, group exercise, and specialty wellness programming.
- Support and advise the Fitness Coordinator with planning, implementation, and day-to-day operations with group exercise classes and private classes.
- Manage independent contractual agreements and process monthly invoice payments for contractual massage therapists; support successful implementation of ongoing onboarding and training.
- Seek opportunities to collaborate with University departments/units including but not limited to Kellogg, Human Resources, Health Services, CAPS, Audiology, Speech, Language, & Learning, University Library, Feinberg to provide programming and offerings that enhance the physical and emotional well-being of the university community (both campuses).

- In collaboration with the Fitness and Wellness Coordinator, monitor, evaluate, and develop new fitness and wellness programming, services and offerings which are in line with university needs and industry trends, while promoting diversity and inclusion; assess area offerings to include risk management, quality, and best practices in the industry.
- Oversee and evaluate private and special Fitness & Wellness events including private massage and private group fitness events. Implement policies and procedures to ensure customer safety and satisfaction.
- Responsible for maintaining a safe environment for patrons; takes appropriate actions to eliminate safety hazards and ensure adherence to safety regulations.
- Oversee and evaluate emergency action plan, risk management policies and equipment safety checks with direct areas of supervision.
- Stay abreast of current trends and concerns affecting the health and fitness industry to incorporate state-of-the-art equipment, online services, equipment, and programming into Department and facility operations.
- Assist Facility Operations staff in training fitness floor staff and supervisors on equipment fundamentals and reinforcement of facility policies.
- Collaborates in the management and recommendation of capital equipment improvements.
- Coordinate with marketing and membership to ensure optimal visibility and access to opportunities.
- Manage monthly and annual reports, including utilization, satisfaction, and budget related to areas of responsibility.
- Oversee annual budget including, but not limited to revenue/expense projections, variances, and year to year comparisons. Make budget recommendations to the Senior Associate Director of Recreation for consideration.
- Work collaboratively across divisional lines and within the community to promote recreation and holistic wellness for faculty, staff, students and the community.
- Responsible for adhering to all Department and University continuing education initiatives and required certifications and trainings.
- Responsible for adhering to all Department and University policies and procedures, as well as the rules, regulations, bylaws and interpretations of the Big Ten Conference and the NCAA.

Miscellaneous

Performs other duties as assigned.

Minimum Qualifications:

- Successful completion of a full 4-year course of study in an accredited college or university leading to a Bachelor's Degree in Business, Recreation, Physical Education or a related field or higher degree; OR appropriate combination of education and experience.
- Minimum of five years of progressively responsible leadership and administrative experience in fitness and wellness operations, including budget management and human resources administration.
- CPR, AED, and First Aid Certifications through Red Cross preferred, or willingness to obtain within six months of employment.
- ACSM certified
- Knowledge and practical experience in exercise physiology, exercise science, kinesiology, biomechanics, and the principles of exercise safety and risk management.
- Excellent organizational, analytical, and interpersonal communication skills.
- Ability to work with independence, discretion, and sound judgment in sensitive or complex situations.
- Ability to effectively multi-task and prioritize the needs of diverse professional staff within a dynamic, fast-paced environment.

- Proven ability to build and maintain positive, collaborative relationships with colleagues, campus partners, and community members.
- Knowledge of rules and regulations of the NCAA, Big Ten Conference and Northwestern University preferred.
- Ability to work cooperatively with others and effectively interact with diverse populations.
- Ability to establish engaging relationships within and across racialized and other marginalized communities.

Benefits:

At Northwestern, we are proud to provide meaningful, competitive, high-quality health care plans, retirement benefits, tuition discounts and more! Visit us at <https://www.northwestern.edu/hr/benefits/index.html> to learn more.

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