



INSTITUTE OF AMERICAN INDIAN ARTS

Health and Wellness Program Director

DEPARTMENT: Academic Unit
CLASSIFICATION: EXEMPT
REPORTS TO: Academic Dean
SUPERVISES: Adjunct faculty and Work-Study Students
LAST UPDATED: February 2018

SUMMARY OF RESPONSIBILITIES

The Health and Wellness Program Director is responsible for directing and coordinating for all the Program's (health, wellness and fitness) activities, which includes: development and implementation of student special Health/Wellness/Fitness programs and college classes. Oversee the daily management of the Center, which including operating hours, drop-in schedule for IAIA staff, faculty and students. Management responsibilities also include: maintenance, purchase and installation of exercise and fitness equipment; scheduling and evaluating all adjunct instructors teaching health, wellness and fitness classes. Collaborate with the Facilities Department to maintain the upkeep of the Center. The Director is required to teach each semester, collect and report on assessment data, and support IAIA's vision, mission and core values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research "best practices" for health, wellness and fitness activities, especially in regard to teaching Native American students.
- Research, identify, develop, secure and manage grants which pertain and support the sustainability of the fitness and wellness program.
- Serve on the General Education Committee and deliver courses to meet general education requirements.
- Interview, select, issue contracts, train and evaluate adjunct faculty each semester.
- Hire, oversee, direct and supervise all the Program's work-study students.
- Develop, plan, coordinate and implement health/wellness/fitness activities outside of class for students, staff and faculty.
- Collaborate closely with the faculty and attend Curriculum Committee and Faculty Council as needed.
- Collaborate closely with the Student life staff, especially the activities staff.
- Remain current and informed with best-practices in fitness/wellness, as well as use of alternative teaching techniques and appropriate instructional technology.
- Collaborate closely with Academic Dean in the planning and scheduling of fitness and wellness courses each semester.
- Attend and participate in assigned meetings, committees, and college activities.
- Develop and provide an environment which fosters fitness and wellness opportunities, interest and engagement.
- Teach classes each semester.
- Maintain high visibility and accessibility via a full 40 hours on campus each week except when the College is closed.
- Other duties as assigned.

REQUIRED EXPERIENCE AND EDUCATION

A Master's degree in Exercise Science, Fitness/Wellness or Health Promotion or in a related field, such as Kinesiology, Physical Education or Leisure Studies and must also have 2 years of experience in teaching/coordinating college level/secondary level education/or relevant higher education programs in fitness and wellness. Prior supervisory experience overseeing the operations of a fitness/exercise center is highly preferred. Highly preferred is experience in working with Native Americans, Alaska Natives and/or diverse peoples.

REQUIRED COMPETENCIES

- Current and demonstrated knowledge and expertise of related health, wellness and fitness educational programs and best practices at the college-level.
- Demonstrated supervisory and managerial skills and background of comparable scope and depth.
- Demonstrated background in the supervision of staff, which includes interviewing, selection, training, development and disciplinary

skills.

- Ability to monitor, track, manage and oversee a budget.
- Ability and/or background in researching and securing grant funding.
- Excellent communication, negotiation and problem-solving skills.
- Ability to communicate clearly and effectively with all levels and with all peoples and groups.
- Ability to interact and work successfully with faculty, students and staff as related to job responsibilities.
- Ability to execute, administer and supervise direction of the fitness/wellness program in a collaborative style.
- Knowledge of and background in the appropriate and applicable standards of professional conduct and ethics.
- Ability to adapt to changes in the work environment
- Knowledge of an interdisciplinary approach to education.
- Knowledge of word processing and computer programs.
- Adhere to appropriate standards of conduct and ethics, including:
 - confidentiality
 - integrity
 - honesty
 - maintain appropriate relationship and boundaries with students
 - compliance with supervisory directives
 - exhibit the ability to adapt to changing work environments
 - cooperate and work respectfully with others
 - participate in pro-active problem solving
 - participate in meetings as required.
- Ability to work effectively and efficiently in an independent manner (or as assigned).
- Hands-on knowledge of basic adult learning principals.
- Ability and willingness to perform other duties as assigned.

WORKING CONDITIONS

- Ability to move, run and stand for extended periods of time, in wide range of external weather conditions.
- Ability to effectively utilize a wide range of fitness equipment.
- Communication skills using the spoken and written word, in order to provide students with effective instruction in fitness and wellness.
- Ability to see, view and/or review a wide range of information effectively/efficiently.
- Ability to receive, interpret and respond to information communicated in various forms (verbal, written, etc.)
- This description is a general statement of required major duties and responsibilities performed on a regular or continuous basis.
- Performance evaluation will include assessments of job performance/results as described herein.
- Management has the authority to change/augment/revise the functions and duties, with or without notice.
- This job description does not constitute an employment agreement.