2021-22 POSITION DESCRIPTION

FITNESS PROGRAMS CO-COORDINATOR

Events Planned Under this Position:
- Weekly fitness classes including but not limited to yoga, kickboxing, high intensity interval training, and aerobics.

Additional Responsibilities:
- Recruit, train and manage instructors for all fitness classes, including instructor certifications and payroll.
- Manage student sign-ups and attendance for all weekly fitness classes, including communications to ticket holders.
- Maintain a safe, healthy, and inclusive environment during all TUSC events.
- Work collaboratively with other TUSC members to ensure the overall success of all TUSC events and programs.
- Remain in good academic and judicial standing with the University.
- Abide by the Tufts University Student Code of Conduct and TUSC Code of Conduct.

Time Commitment:
- Approximately five (5) hours per week of independent work time on projects.
- Volunteer regularly at TUSC events.
- Attend bi-weekly TUSC meeting (schedule TBD).
- Attend bi-weekly advising meetings with your advisor (scheduled based on your availability, M-F 8:30am-4:30pm).
- Participate in a weekend-long (overnight) retreat in September/October.
- Participate in a day-long (on campus) regroup in January.
- Regularly check and respond to email communication, including outreach to vendors.

Compensation:
- Members will be paid for event shifts (not meetings, independent work time, or on-site coordinator shifts) at an hourly rate equal to Massachusetts minimum wage (currently $13.50, and $14.25 after January 1, 2022).
- Members receive a uniform to wear during events.
- Members receive a complimentary ticket to the events they plan and priority access to all TUSC programs.
- Members receive priority of any giveaway items from events, when available.