

Job Description

Position Title: Director of Fitness

Reports to: President & CEO

Position Overview

The Fitness Director, will be responsible for the daily operations of the fitness facility including: training and scheduling staff, processing payroll, fitness facility management and maintenance, supervising the staff in each area of the fitness facility, ensuring the highest levels of member and guest satisfaction are attained, and using the ability to lead and motivate staff to achieve goals and exceed member and guest expectations.

Essential Duties & Responsibilities:

- Develops KPI's, through use of a template, a monthly and yearly management report outlining key fitness facility statistics and a summary of weekly operations. Also reports any current or future concerns.
- Submits all paperwork and financial reporting, including payroll, in accordance with Club policy.
- Develops and maintains accurate fitness facility maintenance procedures and checklists through routine preventative maintenance and repair. Maintains a preventative maintenance schedule for exercise equipment.
- Ensures fiscal responsibility through efficient scheduling of department and/or fitness facility and, when necessary, makes changes to stay within budgetary guidelines.
- Maintains a monthly inventory of supplies, equipment, and or products.
- Creates a team of service providers to meet all aspects of professionalism and service demands.
- Maintains a fully staffed department and/or fitness facility by recruiting, interviewing, hiring, and training all staff.
- Ensures the staff is fully knowledgeable on the use and benefits of services, products, programs, and activities by conducting regularly scheduled staff meetings and training workshops.
- Assesses all department and/or fitness facility employees' progress continually; coaches' employees with positive reinforcement, and disciplines, when necessary, fairly and consistently; participates in annual performance evaluations, and, when necessary, facilitates in the termination process.
- Provides excellent customer service and monitors member/guest feedback. Reviews and follows up on member/guest requests and comments.
- Ensures fitness facility is only accessed by actual members and/or guests, and that it is safe and secure at all times.
- Conducts new user orientations including an introduction to the fitness center, services, programs, policies, and procedures.
- Develops member participation and recruitment plans, outlining in detail all promotions, fitness programs, and any expenditures.
- Conducts personal fitness evaluations and program orientations according to Club standards and procedures.
- Sets monthly goals for personal training and class revenue and markets, promotes, sells, and tracks personal training and classes.
- Ensures all employees are current in appropriate certifications.
- Maintains quality control of all programs – including personal training and group exercise.
- Establishes tracking procedures for fitness facility use and program participation.
- Ensures all guest fees and class fees are correctly charged.
- Prepares any incident or accident reports and forwards them to the Human Resources Department.
- Agrees to not promote outside activities that would cause conflict of interest with the Club.
- Performs other duties as may be assigned by the Company from time to time.

Knowledge, Skills, And Abilities

- Exceptional interpersonal skills and the ability to work with diverse individuals and groups.
- Organized, flexible and resourceful.
- Computer-savvy and proficient in using Microsoft Office.
- Team player who approaches challenges in a creative and positive manner.
- Enthusiasm and passion for fitness and inspired by and committed to Club's vision, mission and core values.
- Ability to work under tight time constraints, handle sensitive data, and multi-task so that deadlines can be met.
- Highly organized and able to prioritize and manage time efficiently with the ability to handle stress in a fast-paced, deadline-driven environment.

Credentials And Experience

- Bachelors or Masters in Exercise Physiology or relevant education/experience
- Current national personal training certification.
- Current Group Fitness Certification
- Additional certifications a plus

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

| | Amount of Time | | | |
|--------------------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| | Under 1/3 | 1/3 to 2/3 | Over 2/3 | N/A |
| Stand | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Walk | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sit | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Use hands to finger, handle, or feel | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Reach with hands and arms | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Climb or balance | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Stoop, kneel, crouch, or crawl | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Talk or hear | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| LIFTING: | Amount of Time | | | |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | Under 1/3 | 1/3 to 2/3 | Over 2/3 | N/A |
| Up to 10 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Up to 25 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 50 pounds | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to 100 pounds | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| More than 100 pounds | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| | Under 1/3 | 1/3 to 2/3 | Over 2/3 | N/A |
| Wet or humid conditions (non-weather) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work near moving mechanical parts | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Work in high precarious places | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Fumes or airborne particles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Toxic or airborne particles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Outdoor weather conditions | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme Cold | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Extreme Heat | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Risk of electrical shock

Position Type/Expected Hours of Work

This is a full-time position – minimum 40 hours per week. Days and regular hours of work will vary based on business needs. This position regularly requires long hours and frequent weekend/holiday work.

I have read my Job Description and understand the information contained herein. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with my job.

Employee

Date

For Human Resources Use Only

Supervisory/Functional Management Requirements – Check Only One Category Below

- _____ None Does not provide work direction or supervision to others
- _____ Lead/Supervisor Provides work direction, leadership, and training to a number of employees
 - Directly supervises _____ (#of) employees
 - Indirectly supervises _____ (# of) employees
 - Supervises an area including: _____
- _____ Manages a function without direct supervision of people (May have budget responsibility)
- X Manages one group (supervises 5 (#of) people and has budget responsibility X (yes) ; _____ (no))
- _____ Manages more than one group (supervises other managers & has budget responsibility)

FLSA Status: Exempt

EEO-1 Category: Professional

Approved Date: