

POSITION TITLE: Fitness Director

DEPARTMENT: Fitness

REPORTS TO: Health & Wellness Director

SUPERVISES: Fitness Floor Attendants, Personal Trainers, Group Fitness Instructors

SUMMARY OF POSITION: Responsible for the management of LJCC Fitness Center, fitness related classes, programs, special events, etc. that encourage and assist members in meeting his / her fitness goals.

#### Fitness Center Administration

- Hire, train, and manage all Fitness Floor Staff (including maintaining proper opening, closing, and daily procedures for staff)
- On-going staff training, specific to proper member orientations, equipment upkeep and daily cleaning schedules, member/customer service standards and expectations, etc.
- Manage and oversee fitness orientation for new members. Be present on the fitness floor throughout the day to address current member needs.
- Develop and evaluate on-going Fitness Center operational procedures and policies and recommend changes, as deemed necessary.
- Bi-weekly payroll preparation for all Fitness Center employees
- Develop, monitor, adjust and on-going evaluation of annual Fitness Center budget
- Supervise service contracts with various equipment-service vendors
- Inventory control related to all Fitness Center operations.
- Recommend purchase of Fitness Center equipment as needed
- Manage and supervise Fitness Center areas. This includes the enforcement of all Fitness Center rules and regulations and ensuring adherence to all established member/customer service protocols and guidelines
- Responsible for the creation, management and marketing of fitness programming

#### Group Fitness Administration

- Hiring of qualified instructors, development of all group fitness classes and on-going evaluation of both staff and program
- Develop "sub" list of other qualified instructors
- On-going staff training with Group Fitness Instructors to review new techniques, scheduling issues, adherence to established procedures and policies, member/customer service standards and expectations, etc.
- Attend minimum of 2 Group Fitness Classes a week- rotating with different instructors
- Bi-weekly payroll preparation for all Group Fitness staff
- Inventory control related to all Group Fitness programs.
- Recommend purchase of Group Fitness equipment as needed
- Maintain accurate participation statistics for all Group Fitness program
- Create monthly Group Fitness class schedule. Ensure the schedule is updated on Group Ex Pro and LJCC website.
- Responsible for creation, management and marketing of group fitness programming

#### Administration of Personal Training Program

- Hiring of Personal Trainers, development of Personal Training staff
- Managing and scheduling new member orientations
- Recommend purchasing of equipment and supplies relevant to personal training programs in consultation with Health and Wellness Director
- On-going recruitment of members for personal training programs
- On-going evaluation of all personal training programs
- Budget preparation, monitoring, adjustment and evaluation for all personal training programs.
- Bi-weekly payroll preparation Personal Trainers
- Maintain attractive, informative and up-to-date bulletin boards and displays to help promote personal training programs.
- Maintain accurate records/statistics of all relevant personal training programs

#### Requirements/certifications

- Personal Training Certification and/or Group Fitness Instructor Certification through an accredited program such as NASM, ACE, ACSM, AFAA, NSCA, etc.
- Valid CPR/AED certification
- Experience in both group fitness and personal training is preferred
- Experience in management/leadership and customer service is preferred