



**Job Title:** Fitness Manager

**Status:** Full-Time

**Reports to:** Fitness Center Director

**Summary:** Assist Fitness Center Director with day-to-day supervision and administration of the fitness center. Supervise and coordinate group exercise classes, health promotion activities, youth fitness programs, youth and adult athletic enhancement classes, and wellness lectures and screenings. Supervise group exercise instructors, personal trainers, masseur and masseuse.

### **Duties and Responsibilities**

- Responsible for creation, management and marketing of group fitness programming (to include special event programming as well as on-going daily programming);
- Help develop and promote regular program schedules to provide creative and value-added classes, programs and activities for members;
- Assist with and promote revenue generating programs to raise ancillary revenue (boot camps, group training, specialty classes, etc.);
- Assist with production and coordination fitness/wellness program for JCC employees;
- Assume primary responsibility for the development, implementation and schedule of group exercise classes;
- Recruit, hire, train and supervise group exercise instructors and possibly other positions as well;
- Identify and resolve program problem areas to ensure member satisfaction;
- Develop “sub” list of qualified instructors and schedule substitute instructors (or fill in for instructors, as necessary);
- Process bi-weekly payroll for group fitness staff;
- Maintain record keeping of all attendance sheets for all classes;
- Coordinate and track certifications for staff;
- Assist in instruction of CPR/AED/First Aid courses; review procedures regularly with staff;
- Monitor fitness facility equipment maintenance and record keeping;
- Ensure that the exercise equipment for group exercise classes is safe, clean and in proper working order;
- Participate in building coverage on a regular rotational basis; may include opening, closing and weekend/holiday shifts;
- Responsible for working cross departmentally to achieve Fitness/Wellness strategic and financial goals.

## Minimum Qualifications: Education/Experience

- Bachelor's degree in exercise science or a related area;
- 1-3 years of experience working in a fitness or wellness environment;
- CPR/AED/First Aid certification;
- Nationally recognized Group Exercise certification required;
- ACSM Exercise Leadership Certification or NSCA CSCS preferred (if not currently possessed, must be obtained within 6 months of employment).

## Knowledge/Skills/Abilities

- Ability to create, manage and adapt a broad wellness plan in coordination with lay leadership and staff;
- Ability to instruct exercise programs;
- Experience in supervising staff (including recruiting, training, and conducting performance reviews);
- Commitment to delivering the highest level of customer service to our constituents;
- Strong functional knowledge of MS Office applications and the ability to learn proprietary software;
- Experience using scheduling software;
- Excellent interpersonal skills;
- Strong teaching and presentation skills;
- Demonstrated ability in fitness testing, evaluation and risk screening.

## Work Environment

This person must be able to work independently in a fast-paced environment. The position requires high mobility, standing, walking, bending and sitting. Must be able to climb steps, bend and move. Must be able to lift, carry or move significant weight (i.e., weight equipment in excess of 100 pounds). The incumbent will be required to work rotating evenings, weekends and holidays as it relates to implementation/supervision of programming and interaction with members. A typical work week would include partial weekends (Sunday through Thursday or Monday through Friday as required by programming needs).

## TO APPLY:

**Please send your confidential letter of introduction, two (2) professional references, and resume to Mandy Kelley, Fitness Center Director, at [mkelley@jccmemphis.org](mailto:mkelley@jccmemphis.org).**

Please include “**MJCC Fitness Manager**” in the subject line.