

Position: Fitness Supervisor

Effective Date: October 2021

Payscale: \$14-16/hr. 75% split of training clients

Status: Part-time ≤ 20 hours

POSITION REPORTS TO: Fitness Coordinator

POSITION SUPERVISES: Weight Room attendants, Trainers and Instructors as needed

GENERAL PURPOSE:

Under the Direction of the Fitness Coordinator, they will help schedule staff, plan and execute various special events and programs. Help train and supervise weight room attendants and assist the Fitness Coordinator to provide an outstanding fitness program.

EXAMPLE OF DUTIES:

1. Supervise Staff
 - a. Ensure trainers, instructors and attendants' credentials are up to date.
 - b. Assist with payroll biweekly
 - c. Perform annual evaluations of weight room attendants and assist with other staff
 - d. Hire and train new weight room attendants as needed
 - e. Keep training forms, cleaning forms and other papers stocked in folders
 - f. Assist with staff meetings. (Weight room attendants, Monthly, Trainers/instructors quarterly)
 - g. Ensure checklists are being done each shift, filled out properly, and information being relayed on broken equipment or needed supplies.
 - h. Update checklists as needed.
3. Market and Promote Programs
 - a. Give ideas and suggestions for marketing classes and programs
 - b. Create FB posts and Instagram posts or TV signs to promote classes and programs.
 - c. Conduct and organize monthly Health and fitness lectures.
 - e. Update and maintain bulletin boards at least semiannually.
 - f. Ensure marketing information is correct ie. Brochures and online
 - g. Find new ways to generate revenue.
5. Help maintain adequate equipment operation and supplies for fitness area and programs.
 - a. Ensure weight room equipment is adequate and safe.
 - b. Make sure staff know proper protocols when machines are not working properly. Notify maintenance staff in a timely manner to fix things.
 - c. Suggest new equipment for weight room, classes, and personal training clients
 - d. Help keep facility clean
 - e. Make sure assessment equipment is working properly and organized, along with other equipment.
6. Actively participate in the planning and supervising of center special events (spooktacular, Races, parades etc.).
7. Responsible for maintaining the professional atmosphere of the Center.
 - a. Conduct oneself in a professional manner and be dressed in proper work attire

- b. Help ensure all Fitness employees are acting in a professional manner and dressed in appropriate uniform or work attire.
 - c. Handle patron complaints and/or comments in an expedient and courteous manner as they arise.
 - d. Maintain positive public relations for the facility.
 - e. Set a positive example for the Fitness employees to follow
8. Other duties as assigned

MINIMUM QUALIFICATIONS:

- 1. At least 18 years of age
- 2. High School graduate or equivalent
- 3. Two years paid Personal Training Experience and Group Fitness
- 4. Current Certification in ACSM, NASM, NSCA or other national certifying agency as personal trainer or equivalent (Strength and Conditioning coach, Exercise physiologist etc)
- 5. American Red Cross or equivalent certifications in First Aid, CPR/AED
- 6. Ability to communicate effectively with patrons, supervisors, and other employees
- 7. Proficient in modern office management practices and procedure, including standard office software programs (word, excel etc.)
- 8. Comprehensive knowledge of fitness, nutrition, anatomy, weight control and exercise principals
- 9. Alert, attentive, self motivated, enthusiastic, and responsible
- 10. Good physical condition
- 11. Ability to work within a team

DESIRED QUALIFICATIONS:

- 1. Advanced Certifications
- 2. Bachelor's degree in Exercise Science, Fitness, Nutrition, Health Education or related field.

WORKING CONDITIONS:

- 1. Willing and available to work early mornings, mid-day, evenings, weekends, and holidays
- 2. Moderate physical activity including pushing, pulling, and lifting medium to heavy weights
- 3. Uncomfortable working positions such as stooping, crouching, and bending
- 4. May have a few disagreeable elements such as noise, poor ventilation, or extreme or uneven temperatures
- 5. Work inside and outside
- 6. Exposure to stressful situations as a result of human behavior