



## KAPLEN JCC on the Palisades Job Description

<b>JOB TITLE:</b>	Fitness Director
<b>SUPERVISOR:</b>	Chief Health & Wellness Officer
<b>SUPERVISES:</b>	Fitness Center Supervisor, Wellness Concierge Supervisor, Personal Trainers, Pilates instructors and others as needed
<b>SCHEDULE:</b>	Sunday- Thursday (full-time)
<b>COMPENSATION:</b>	Salary (exempt employee) Medical Benefits 403B Plan Discounts off Program Services Membership

Are you a results-driven leader, looking to make a positive impact in the lives of others through fitness? The Kaplen JCC on the Palisades is seeking a highly motivated and experienced Fitness Director (Director) to join our Health & Wellness Leadership Team. The Director's responsibilities include oversight of over 20,000 square feet of dedicated space including a two story fitness center, 3 fitness studios, and an upscale fitness and wellness club. The ideal candidate has experience managing a top-tier fitness facility with member experience being the top priority. The Director must be dedicated to providing exceptional customer service to our members, and be able to work collaboratively in a fast paced environment.

### **Duties and Responsibilities**

#### Management & Administration

- Work with Membership team to ensure a clear onboarding and integration strategy is executed to retain new members.
- Develop and manage a comprehensive and strategic plan that maximizes all secondary fitness revenue
- Continually evaluate programs, solicit feedback, review and analyze results
- Prepare statistical reports pertaining to fitness center usage
- Monitor and analyze facility usage and program participation to identify areas for improvement
- Keep informed of various trends and programs in the community and nationally that may be introduced, adapted to and have effect on JCC programs
- Support Fitness Center Supervisor in managing day to day operations of the fitness centers including staffing, cleanliness, customer service, and safety. Ensure preventative maintenance scheduled regularly and there are quick turnaround times on repairs.
- Propose fitness equipment replacement plan that compliments the demographic of the JCC membership and industry trends

#### **Team Culture**

- Create and communicate clear goals for team
- Build relationships with each team member- recognize/highlight areas of strength and coach areas of weakness
- Foster an environment that encourages all staff to strive for excellence and teamwork

- Plan and facilitate professional team meetings with effective communication and clear goals around team bonding and professional development
- Attend and provide support at JCC-wide events including, but not limited to: Rubin Run, Golf Tournament, Purim Carnival, Membership Open Houses, and Seasonal Group Fitness Events
- Manage all aspects of departmental budgets including preparation, management, evaluation, and reporting.

### **Qualifications & Specialized Skills**

- Strong leadership and staff management skills
- Proven success record in program development member/client retention
- Current and continued knowledge of trends in the industry
- Excellent interpersonal and communication skills
- Ability to make informed decisions driven by data and community interest
- 5+ years of related work experience
- Current CPR, AED, First Aid Certifications
- 4-year degree in exercise science or related field preferred
- Current nationally recognized and NCCA accredited personal training certification
- Proficient in most computer programs (excel, word, PowerPoint, publisher, and outlook)
- Requires common physical demands associated with the fitness industry: lifting, prolonged standing, exposure to cleaning products, loud noises, and various physical activities.

It is the policy of this institution to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, gender, marital status, national origin, age, disability/handicap, veteran status or status within any other protected group.