



KAPLEN JCC on the Palisades

Kaplen JCC on the Palisades, Taub Campus, 411 E. Clinton Avenue, Tenafly, NJ 07670

www.jccotp.org

JOB TITLE: Personal Training Manager

SUPERVISOR: Hagit Tal, Director of Fitness & Wellness

STATUS: Full time

If you are interested in being part of a warm and welcoming professional team focused on ensuring a place of belonging and delivering excellent opportunities to its members and the community, come join our team. The Kaplen JCC on the Palisades (Kaplen JCC) is seeking a professional who will champion our members' well-being by inspiring them to embrace healthier, more active lifestyles.

KAPLEN JCC ON THE PALISADES

The Kaplen JCC is a welcoming home away from home for all who pass through its doors in Tenafly, NJ and for the wider community. We are a leading nonprofit, charitable organization deeply rooted in Jewish values and tradition, and are a vibrant and welcoming home for the Jewish People. We are a place that welcomes all, cultivating the social, intellectual, physical, and spiritual well-being of the entire community. We are a strength-based organization and pride ourselves on our inclusive and welcoming workplace that celebrates the diversity of our employees. We stress a supportive environment in which people are treated with appreciation and respect and positioned to do their best work every day. Our vision is to be the center point of Jewish life in our community and to engage all generations in our mission and values. We serve 3,000+ membership units and over 750,000 people each year in our 200,000 square foot building and acres of outdoor grounds and facilities.

POSITION OVERVIEW

The Personal Training Manager is responsible for the successful operation, staffing, and financial performance of the personal training department. This includes recruiting, training, and supervising a team of personal trainers; managing staff schedules and payroll; ensuring high-quality client service; and driving program growth through performance metrics and member engagement.

RESPONSIBILITIES AND OPPORTUNITIES

Staff Leadership & Supervision

- Hire, train, and onboard new personal trainers in alignment with organizational culture and service standards.

- Provide ongoing coaching, mentoring, and performance evaluations to support staff development and accountability.
- Schedule personal training staff to ensure optimal floor coverage and client availability.
- Lead regular team meetings and staff development workshops.

Client & Member Engagement

- Ensure a consistent, high-quality experience for all personal training clients.
- Respond to client concerns or complaints with professionalism and resolve issues in a timely manner.
- Assist trainers with client programming as needed and provide support for goal-setting, assessments, and client retention.

Payroll & Financial Oversight

- Accurately track trainer sessions and commissions for bi-weekly payroll processing.
- Monitor departmental budget and manage trainer hours to ensure cost-effective operations.
- Analyze revenue reports and drive performance goals, including monthly targets for sessions, new sales, and retention.

Program Growth & Administration

- Oversee scheduling of complimentary assessments, fitness consultations, and new member orientations.
- Collaborate with marketing and membership teams to promote training packages, seasonal programs, and special events.
- Maintain updated trainer bios, certifications, and compliance records.
- Track KPIs such as session utilization, trainer productivity, and revenue per client.

Facility & Operational Support

- Ensure training areas are clean, safe, and well-maintained.
- Enforce fitness floor policies and safety protocols.
- Participate in organizational staff events and cross-departmental planning as needed.

QUALIFICATIONS & SPECIALIZED SKILLS

- Minimum of 3 years experience as a certified personal trainer; 1–2 years in a supervisory or managerial role preferred.
- Current nationally accredited personal training certification (e.g., NASM, ACE, ACSM, NSCA).
- CPR/AED certification required.
- Strong communication, leadership, and organizational skills.
- Experience with fitness or CRM software (e.g., MindBody, ABC, Club OS) is a plus.
- Ability to manage multiple priorities in a fast-paced, customer-focused environment.

SALARY RANGE: \$50,000 + commissions

BENEFITS

Full-time: Complimentary JCC family or Individual membership

employee discounts on all programs, services and events

Generous paid time off, paid floating federal holidays, paid Jewish holidays

Health and dental insurance

403b employer contribution

FSA/HSA options

Life insurance

long-term disability

This job description is not intended to be all-inclusive, and the Personal Training Manager will also perform other reasonably related business duties as assigned by its supervisor or other management, as required. The Kaplen JCC reserves the right to revise or change job duties as needs arise. This job description does not constitute a written or implied contract of employment. The Kaplen JCC is proud to be an equal opportunity employer. In keeping with our Jewish values, we are dedicated to a policy of nondiscrimination in employment on the basis of race, religion, color, sex, sexual orientation, gender identity or expression, national origin, age, marital status, citizenship, veteran's status, physical or mental disability that does not prohibit the performance of essential job functions (with or without reasonable accommodation) or any other basis protected by federal, or applicable, state or local law. We welcome everyone interested in our mission to join us. If you require accommodation, please contact us and we will make every effort to meet your needs.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. At the Kaplen JCC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about these roles but your past experience doesn't align perfectly with every qualification noted above, we encourage you to apply. You may be just the right candidate for this or other positions.

To Apply: Please send resume to Hagit Tal at: Htal@jccotp.org