

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas

Job Description

Fitness Programming Director

Reports to: VP of Community Health	Location: 6
Type of position: Salaried Exempt	Grade: 38
Benefits Eligible: Yes	ID: 100
Routine Driver: Yes	Tier: 1
EEOC Classification: Professional/Supervisory	

Position Summary

Develop and manage the fitness programs and services offered by HealthWorks Fitness Center (HFC). Inspire, train, motivate, and evaluate fitness staff to provide the highest quality of customer service through individual attention and activities that promotes member retention. Manage fitness department budget. Hold staff accountable for reaching revenue goals.

Qualifications

Bachelor's degree in exercise physiology or related field and two years of fitness management experience is required. Six years of equivalent fitness management experience will be accepted in lieu of degree. Must possess excellent communication, supervisory, and organizational skills. Must possess competent knowledge of exercise principles and prescription. Ability to work independently and use judgment and discretion. Must have proficient computer skills to use Microsoft Word, Excel, Email and software programs.

Certifications

Current certifications in health and fitness field from ACSM, NCSA, ACE or NSAM. Current certification in CPR and First Aid required must be obtained within 90 days of hire. The cost for CPR certification will be reimbursed by HFC.

Physical Requirements

Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. Must possess physical requirements for any national certification required and maintain these requirements at all times.

The minimum requirements of this position require this individual to:

- Ability to perform repetitive tasks and/or motions
- Ability to hear alarms/ telephone/stereo speakers/normal speaking voice
- Must exhibit good manual dexterity
- Must exhibit good eye-hand-foot coordination
- Clarity of vision with/without corrective lenses
- Must be able to climb stairs

Other Requirements

- Must have valid Current Driver's License
- Furnish own transportation
- Must maintain current automobile insurance coverage
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President / CEO of SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met **(M)** Needs Improvement **(NI)** Not Met **(NM)**

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Requirement	Key	Evaluation Comments
Essential Job Functions		
Administrative Responsibilities		
Participate in the management of HFC as a member of the leadership team. Participate in leadership staff meetings. Present ideas in a cooperative manner, clearly expressing needs or preferences while respectfully acknowledging and accepting defined or natural limits of authority. Set Leadership example by expressing only supportive comments regarding direction and decisions of SHARE, HFC executive leadership and other departmental leaders.		
Assume full responsibility and accountability for operations and activities within the department.		
Conduct monthly staff development meetings.		
Ensure staff schedules for all fitness programs are within budged hours and adjust as necessary. Approve time sheets, time adjustments, and time off requests for directly supervised staff.		
Responsible for all aspects of fitness programming at HFC to include personal training, small group training, and group fitness classes. Identify and utilize current member interests and market trends in the industry to offer programs that respond to member interests and needs.		
Responsible for the financial performance of fitness programs and services. Project revenue, assist in the development department budgets, and developing new revenue streams.		
Develops departmental goals and objectives that align with HFC's strategic plans and prepares action plans for implementation. Prepares analysis and reports for the VP of Community Health as requested		
Work cooperatively with the Member Services Manager to, speak at community events, meetings health fairs about HFC fitness programs as requested to assist with membership sales.		
Frequently circulate through the fitness center to maintain a friendly, open and helpful relationship with all members, as well as identifying issues, concerns and problems with operations		
Work in conjunction with all other department leaders to assure facility and safety standards are maintained and facility rules are enforces consistently.		
Work cooperatively with the SHARE Facilities Manager/Maintenance Staff to assure facility and equipment safety standards are maintained		
Take an active part in reviewing department/facility policies and making recommendations for changes or improvements		
Perform other duties as assigned or requested.		
Manage Fitness Floor and Direct Programing		
Create dynamic fitness programs for members through a		

variety of interesting, challenging and entertaining venues in the facility.		
Supervise the Group Fitness Coordinator (GFC) and oversee Group Fitness Programs.		
Plan marketing campaign and schedule for Fitness Programs, effectively communicating plans to Marketing Coordinator for execution with the approval of the VP of Community Health.		
Schedule fitness staff to cover the fitness floor. Responsible for ensuring that employees are working hours that comply with their position classification. Oversee the scheduling of group fitness instructors.		
Develop, implement and monitor pay for performance personal training systems, commission structures and hourly pay within limits of authority.		
Develop new programs to meet the needs and desires of members.		
Design, implement a member intake system. Train new and current staff to provide new member health screening, fitness assessment, and exercise prescription design and orientation. Inspect the protocols and processes, certifying that appropriate staff conducts these sessions in a systematic and appropriate manner.		
Implement and maintain a member retention program to follow up with new members at 30-60-90 day interval and ensure effective communication methods for the personal training schedule.		
Develop both the technical and sales skills of the personal training staff. Ensure non-certified staff are interacting with staff to continually improve member interaction and experience.		
Maintain professional and technical knowledge by remaining current with industry trends and acquiring necessary continuing education credits for certification		
Maintain working knowledge of all fitness equipment and components.		

Supervisory Responsibilities

Provide leadership to subordinate staff that encourages and promotes an environment of creativity, friendliness, customer service, positive interactions and fun for staff and members		
Work cooperatively with HR to recruit interview and select staff. Complete annual performance evaluations of directly supervised staff. Oversee and approve the evaluations of indirectly supervised staff. Administer disciplinary actions according to policy and procedure.		
Complete required personnel paperwork accurately and timely. Maintain all required employee documentation and forward to HR (ex: certifications, CPR and resignations.)		
Use fitness expertise to develop staff tests for knowledge, practical competencies and member service performance. Initiate formal staff training programs.		
Evaluate staff progress toward goals and coordinate monthly staff development meetings to improve the knowledge and understanding of employees in relation to their job requirements and department performance		
Train staff on safety standards and emergency procedures. Reports any accidents or injuries immediately using incident report forms. Hold self and supervised staff accountable for OSHA compliance.		

Resolve staff issues professionally and confidentially. Delegate clearly, establish clear expectations with realistic goals and deadlines.		
Work cooperatively with HR to recruit and hire staff. Assist with interviews.		
Adhere to Policies and Procedures		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Keep informed of all SHARE and HFC policies and hold supervised staff accountable for compliance		
Provide proof of current valid driver's license and current automobile insurance to SHARE administration each time documents are requested.		
<p>This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.</p>		
Evaluation Summary		
Met last year's goals:		
Evaluation Goals for Up Coming Year:		
1.		
2.		
3.		
4.		
Recommendations:		
Employee Comments:		
Employee Signature:		Date:
Supervisor Signature:		Date:
ED Review:		HR Review: