

# ***Fitness Manager***

## ***Job Summary***

We are seeking a professional for the position of Fitness Manager who has a demonstrated history of generating revenue, motivating staff, encouraging members, developing programming, managing budgets, and hitting goals. Candidate of choice will be expected to perform the duties listed below and any amended responsibilities as directed from time to time.

## ***Job Description***

- Direct and be accountable for the day-to-day management of the facility.
- Responsible for growing and retaining the membership.
- Research and coordinate athletic and recreational events.
- Develop, promote, and audit fitness programs for maximum effectiveness.
- Manage and adhere to budgets, PO requests, and various inventories.
- Account for member charges, payroll information, and maintenance work by ensuring documentation is complete and correct.
- Oversee all operational policies and procedures and ensure the safekeeping of records.
- Maintain a high level of member satisfaction.
- Ensure the facility is maintained to industry standards in safety and cleanliness by performing daily inspections.
- Hiring, firing, and the day-to-day management of all employees and independent contractors for fitness classes and various services.
- Scheduling of staff and manage overtime.
- Ensure that personal trainers are delivering high quality programs to clients.
- Participate in revenue development planning.
- Address member and guest complaints and take appropriate corrective actions.
- Attend Council meetings and planning meetings as necessary and provide operational reports as needed.
- Responsible for accuracy and presentation of all printed materials.
- Participate in the development of the overall communication plan to promote events and services.
- Serve as a liaison representing the facility within the community and surrounding communities.

- Inhabit leadership qualities of vision, strategic planning, focus, adaptability, accountability, and integrity. (Sense of humor wouldn't hurt, either!)

### ***Compensation & Benefits Package***

Compensation will be commensurate to experience, along with an employee benefit package, inclusive of the following:

- OPERS, Health & Dental Insurance, Vacation & Sick Leave Package.

### ***Qualifications***

- Candidate of choice will serve as the face of the facility and must have an outgoing and friendly demeanor, take pride in their work, produce a positive work environment, and should also be able to work well under pressure.
- Experienced financial skills including profit & loss management.
- Must have at least five years' experience in fitness management.
- Four-year degree in sports and fitness management or in an exercise-related field.
- Must have flexibility to work evenings and weekends as needed.
- Certifications: CPR/AED; CPO preferred.
- Must be willing to obtain other certifications as directed.

### ***Location***

The Reminderville Athletic Club is located in Reminderville, Ohio. The position of Fitness Manager answers directly to the mayor. Please send resumes and references to Village Hall, 3382 Glenwood Blvd, Reminderville, OH 44202 or email to [stask@reminderville.com](mailto:stask@reminderville.com)