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| **Job Description**  **Fitness Director** | | | | | | | | |
| Reports to: The HFC General Manager | | | | Agency: HealthWorks | | | | Location Code: 6 |
| 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. | | | | | | | | |
| **Position Summary** | | | | | | | | |
| Responsible for planning, developing and leading all health and fitness programs, including the design and administration of the annual wellness calendar and programs. | | | | | | | | |
| **Position Classifications** | | | | | | | | |
| Primary Classification:  Exempt Full Time | Pay Frequency:  Bi- Weekly - Salaried | | | | | | Safety Sensitive:  No | |
| Benefits Eligible:  Yes | Driver Status:  Non-Routine | | | | | | Random Testing:  Yes | |
| EEOC Classification:  Service Worker | SOC Code:  39-9030 | | | | | | Job Title ID:  100 | |
| **Qualifications** | | | | | | | | |
| A four-year undergraduate degree from an accredited school in an exercise or health related field, minimum of two (2) years’ experience in the management of fitness staff, developing and monitoring group exercise programs and a personal training program are required. | | | | | | | | |
| **Certifications** | | | | | | | | |
| * Hold and maintain one of the following certifications: ACSM (American College of Sports Medicine)-Health & Fitness Instructor, NSCA (National Strength & Conditioning Association)-Certified Strength & Conditioning Specialist, NATA-certified (National Athletic Trainer's Association), or NASM (National Academy Sports Medicine) Certified Personal Trainer. * Must be a Certified Pool Operator (CPO) or attain such certification within six months of assuming the position. * Must be certified in infant, child, and adult CPR and automated external defibrillator (AED) or be obtained within 90 days of hire. The cost for external CPR certification will be reimbursed by HFC if internal CPR certification is not available. * Preferred certifications: group exercise through AFAA or ACE, Spinning and/or Group Cycling Instructor, Pilates, Yoga. | | | | | | | | |
| **Physical and Mental Requirements** | | | | | | | | |
| **Light 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:**   * Hear alarms/telephone/normal speaking voice * Have good manual dexterity * Have clarity of vision with/without corrective lenses * Work in a constant state of alertness and in a safe manner | | | | | | | | |
| **Other Requirements for Continued Employment** | | | | | | | | |
| * Valid current driver’s license and state required auto insurance * Must provide and use personal transportation * Have and maintain a clean criminal background check * Sex offender registry clearance * Availability to work as scheduled during any hours of operation 40 hours a week with occasional overtime * Must be able to treat ALL people with respect and courtesy without bias or discrimination   ALL SHARE employees are required to keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law in admission or access to or treatment or employment in its programs or activities. The President/CEO of the 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 or disability. | | | | | | | | |
| **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. | | | | | | | | |
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| **Essential Job Functions**  To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the Essential Duties of the position, provided it does not create an undue hardship on SHARE. | | | | | | | | |
| **Requirement** | | | **Key** | | **Evaluation Comments** | | | |
| Creates a dynamic fitness program for members which encourages them to work out regularly through a variety of interesting, entertaining and appropriate venues in the Center including, but not limited to, aquatics, group exercises, personal training, and more. | | |  | |  | | | |
| Creates, promotes and implements a personal training program that meets or exceeds the targeted revenues. | | |  | |  | | | |
| Creates a positive atmosphere for both members and staff to fulfill their health and fitness needs while successfully contributing to the Club’s overall bottom line. | | |  | |  | | | |
| Supervises all fitness staff and provides staff development and training so that each individual can meet and have the opportunity to excel in their position. | | |  | |  | | | |
| Monitors and reports to the General Manager regarding the financial performance of all fitness product lines for which he/she directly supervises. | | |  | |  | | | |
| Meets regularly with the General Manager and prepares action plans according to departmental goals and objectives. | | |  | |  | | | |
| Serves as the Safety Officer with all the duties so assigned including developing emergency procedures and staff training to include annual CPR, AED, and first aid certification. | | |  | |  | | | |
| Responsible for ensuring regulatory compliance on the third floor (OSHA, local fire code department of Health etc.) Report any employee or member accidents or injuries immediately using required forms. | | |  | |  | | | |
| Perform other duties as assigned or requested. | | |  | |  | | | |
| **Perform Administrative Duties** | | | | | | | | |
| Responsible for the financial performance of fitness programs and services. Project revenue, assist in the development department budgets, and developing new revenue streams. | | |  | |  | | | |
| Responsible for managing fitness equipment as physical assets of SHARE for accounting purposes and assisting with equipment tagging. | | |  | |  | | | |
| Directly supervise Member Engagement Associates, and Certified Trainers. Complete annual performance evaluations, ensure annual trainings are completed. Ensure required certifications for self and staff are maintained and provided to HR. Administer disciplinary actions according to policy and procedure. | | |  | |  | | | |
| Schedule staff for all fitness programs and ensure they are within budgeted hours and adjust as necessary. Approve and accurately add up time sheets, time adjustments for bi-weekly payroll processing. Approve/deny time off requests for directly supervised staff according to SHARE policy and ensure that paid time off is accurately applied to timesheets. | | |  | |  | | | |
| Ensure that fitness staff are scheduled to cover the fitness floor and that employees are working the hours that comply with their position classification. | | |  | |  | | | |
| Work cooperatively with HR to recruit interview and select staff. | | |  | |  | | | |
| Oversee or assist as appropriate with the development, implementation and revision of policies for the fitness department. Ensure information, changes and updates are communicated to staff. | | |  | |  | | | |
| 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. | | |  | |  | | | |
| Adhere to all SHARE Foundation and HealthWorks Policies and Procedures. | | |  | |  | | | |
| **Evaluation Summary** | | | | | | | | |
| **Met last year’s goals:** | | | | | | | | |
| **Evaluation Goals for Up Coming Year:** | | | | | | | | |
| 1. | | | | | | | | |
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| 4. | | | | | | | | |
| **Recommendations:** | | | | | | | | |
| **Employee Comments:** | | | | | | | | |
| By signing this job description, I understand that it 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 I may be asked to perform. I will be required to perform other responsibilities, tasks and duties that may differ from those outlined in this job description when they are assigned. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position. The classification(s), essential functions or primary responsibilities of this position are subject to change at any time without notice. I understand that I will be expected to fulfill the essential functions, responsibilities, tasks, behavioral expectations and other duties when assigned to my employer’s satisfaction and at its discretion. This job description is not an employment contract and employment is for no fixed term and may be discontinued with or without cause or notice, by me or my employer, at any time.  **Employee Signature: Date:** | | | | | | | | |
| **Supervisor Signature:** | | | | | | **Date:** | | |
| **ED Review:** | | **Date:** | | | | **HR Review:** | | |