

Job Posting

Fitness & Wellness Director

Our mission is to ensure that the Jewish community of Greater Harrisburg flourishes by serving as its central unifying communal organization, and by strengthening the bonds within our community and with Israel and Jews around the world. Our organization is fully integrated with our community's Jewish Community Center which provides a wide variety of high caliber programming for the entire community, both Jewish and non-Jewish, at all stages of life, from early childhood education to senior programming.

Together with our community, our organization creates opportunities for people to connect, grow, and learn with an ever-changing Jewish landscape. The Jewish Federation/JCC imagines Jewish life and community life that is diverse and engages meaningfully with its values and culture.

JOB SUMMARY

The Fitness & Wellness Director is responsible for directing, overseeing and maintaining all operational aspects of the fitness center, group fitness classes for all ages and personal training services. This includes: directing, overseeing and maintaining all aspects of fitness center services and member support, with the goal of ensuring a high degree of satisfaction of its members; supervising and managing all Fitness & Wellness Center staff and cultivating a positive, welcoming and professional environment for members, guests and employees. The incumbent must be detail oriented and well organized, with the ability to plan activities and schedules in advance, be flexible and able to handle multiple projects simultaneously. This position requires good independent judgment, initiative, excellent interpersonal skills and administrative skills.

Leading, directing and managing the opening of our new, state of the art fitness center on the Grass Campus for Jewish Life, growing our fitness and wellness related offerings and playing a vital role to increase membership will be critical during the first year.

REPORTING RELATIONSHIPS

Personal Trainers, Fitness Center Staff and Fitness Instructors

DUTIES & ESSENTIAL JOB FUNCTIONS

- Manage the day-to-day operations of the Fitness and Wellness Center.
- Hire, schedule and develop high quality personal training, fitness instructors and fitness center staff, who will provide our members and guests the training service and fitness experience they desire, and to create the atmosphere that leads our members to continue training on a long term basis.
- Ensure quality of services through supervision and training of all personal trainers, fitness instructors and fitness center staff.
- Create staff schedules and ensure appropriate staff coverage during all operating hours; fill in as needed.
- Hold regularly scheduled staff meetings for all fitness personnel to establish and monitor department

goals and guidelines.

- In collaboration with staff, plan, implement and monitor a comprehensive, creative, and progressive schedule of fitness classes and wellness programs that meet the needs of all ages.
- Evaluate the relevancy and success of existing programs and classes and research new trends to develop new offerings.
- Monitor fitness facilities to assure the safety of all users, diagnose potential problems, maintain a high standard for cleanliness and appearance and regulate appropriate use of facilities.
- Develop, conduct, and arrange for staff development that will continue to educate and produce high quality personal trainers and instructors that exceed expectations of members and guests.
- Work collaboratively across the organization to create opportunities to grow member count through high quality interactions and programs designed to drive overall member engagement.
- Drive the integration and cross-promotion of personal training across the entire organization and with relationships outside of the organization to maximize participation and revenue.
- Stay up to date on fitness trends and strive to develop new and creative ideas that will ultimately achieve revenue objectives while also staying within budgetary constraints. This includes researching target markets and pricing for fitness and wellness programs.
- Utilize engagement techniques to recruit and market health, wellness, fitness and aerobics programs and services.
- Monitor customer service within the department, working to build positive relationships with members, effective listening skills and responding to member concerns in a timely and appropriate manner.
- Educate members on fitness equipment and floor policies; communicate policies and programs to members/families and promote family participation in special programs and events.
- Assist the Membership Director with new member onboarding and conducting new member orientations as needed.
- Ensure that support staff keeps program information and fitness schedules accessible and up to date on our website, social media platforms, flyers, etc.
- Order supplies and equipment for fitness facilities and ensure that all equipment is properly maintained.
- Oversee department billing.
- Conduct personal training sessions and teach classes as needed.
- Assist with JCC sports leagues as needed.

OTHER FUNCTIONS AND RESPONSIBILITIES

- Attend staff meetings.
- Assist with special projects, events and promotions as needed.
- Regular attendance and punctuality is required.
- Conduct yourself in a professional manner and always follow workplace behavior standards and policies, as outlined in the Employee Handbook.

REQUIRED QUALIFICATIONS

- Bachelor's degree in physical education, Recreation, Health and Wellness or an equivalent combination of education and relevant experience.
- Minimum 2 years supervisory/managerial experience managing a diverse team is strongly preferred.
- First Aid / CPR / AED Certified or the ability to get promptly certified.

- Certification from nationally recognized health/fitness organization required; ACSM, NSCA, ACE or NASM
- Prior program development and planning experience preferred.
- Health/fitness operations experience preferred.
- Proven expertise and experience in fitness and personal training and proficiency in the use of a variety of exercise equipment.
- Strong working knowledge of and technical proficiency with Microsoft Office suite of products.
- Excellent ability to effectively manage multiple tasks, priorities and deadlines; strong initiative and commitment to ensure projects are completed on time and in their entirety.
- Strong problem-solving skills.
- Excellent organizational skills, meticulous attention to detail and follow-up.
- Strong interpersonal, relationship building and leadership skills and the ability to represent the Organization in a positive and professional manner.
- Strong written and oral communications skills, including high proficiency of the English language.
- Ability to work effectively in team environment.

CONDITIONS OF EMPLOYMENT

Must satisfactorily complete all pre-employment background checks and reference checks.

TO APPLY

Please submit cover letter, resume and salary requirements to: HR@jewishfedhbg.org

Annual salary will be based upon experience and qualifications. Salary range is \$55,000-\$70,000.

EOE AA M/F/Vet/Disability Qualified applicants will receive consideration for employment without regard to their race, color, religion, national origin, sex, protected veteran status or disability.