

job posting

Position Title:	Fitness Supervisor	Department:	Health & Fitness Center
Salary:	Base + Commission	Scheduled Hours:	Full-time; variable schedule (may include days, evenings, and/or weekends) based on scheduling needs

Position Summary:

Provides leadership, direction and support for group fitness classes and personal training programming. Establishes individual personal trainer client base, and assists with maintaining personal training staff client base. Carries out supervisory responsibilities in accordance with agency policies and applicable laws. Manages operations and projects associated with services related to staff, with a focus on meeting organizational goals and outcomes.

Manages key principles for overall group fitness department, specialty class services and personal training program, including risk, budget, schedule and quality assurance. Interact with internal and external stakeholders to define the requirements of the services provided in area(s) of responsibility. Identify and implement strategies to improve services, including measures to increase efficiency, decrease costs, respond to stakeholder input and meet the YWCA's goals and objectives.

Position Responsibilities:

1. Lead and implement new member orientation program. Contact new, existing and returning members to welcome them and offer fitness orientation and/or assessment. Answer questions members might have about weight machines and cardiovascular/aerobic machines. Complete fitness assessments on members to assess their current health and fitness levels. Review long term and short term goals with clients to ensure goals are realistic and feasible given the appropriate amount of time.
2. Identify, schedule, contract and manage all fee-based specialty classes. Familiarity with specialty class content and scheduling. Acknowledge needs, concerns and suggestions expressed by YWCA members about specialty classes.
3. Oversee personal training and group fitness program. Interview, hire, train and monitor job performance of personal training and group fitness staff. Appraise personal trainers, group fitness and specialty class instructors' performance. Facilitate and train staff in group and one-on-one settings.
4. Plan, manage, and coordinate activities of personal training program to ensure that goals or program objectives are accomplished within prescribed time frame and funding parameters. Establish quarterly orientation schedule assignment of personal trainers. Organize and monitor the daily operations of the personal training department for the Health & Fitness Center.
5. Create and produce timely schedules for group fitness classes. Adjust schedules seasonally and based on needs of members.
6. Maintain studios and equipment; make recommendations to purchase equipment as needed. Maintain and update equipment following industry trends. Communicate to appropriate staff when equipment and studio maintenance repair is required. Perform daily walk through of facility to ensure quality presentation of center. Carry out administrative tasks as necessary.
7. Maintain individual personal trainer client base, while achieving overall personal training revenue targets. Develop advanced training systems and guidelines. Develop and maintain personal standards, goals and a personal fitness program. Attend continuing education classes, seminars and trainings.

8. Develop marketing plan for personal training and group fitness program that ensures full participation and achievement of revenue targets.
9. Work closely with other YWCA management staff to create, plan and implement new programs and special events.
10. Provide tours and complete sales transactions at the front desk. Respond to requests for membership and program information. Be knowledgeable in all front desk procedures.
11. Complete additional duties as assigned by supervisor.
12. May be required to administer first aid.

Qualifications:

Education: Bachelor's Degree or equivalent degree in Recreation, Sports Management or related disciplines required. Professional development in supervisory management is highly desired.

Certifications and Licensure:

- National Personal Training Certification [NASM, ACSM, NSCA, or ACE] (required)
- National Group Fitness Certification [ACE, AFFA, or NETA] (preferred)
- Red Cross First Aid (required)
- Red Cross CPR/AED for the Professional Rescuer (required)

Work Experience:

2+ years of experience in business management. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism or a related mission is highly desired.

Other Qualifications:

- Dealing with confidential information
- Tight deadlines
- Interruptions to work flow
- Call-in short notice
- Work activities of a seasonal/cyclical nature
- Work subject to precise measures of quality or quantity
- Agree to mandated child abuse reporting guidelines
- Valid Driver's License and proof of insurance

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741