

JOB TITLE: Assistant Fitness Director

REPORTS TO: Fitness Director

STATUS: FULL-TIME (EXEMPT)

RESPONSIBILITIES

- Reports to the Director of Fitness.
- Supervise the fitness room, track, boxing rooms, and studios.
- **Conducts 16 classes per week on the clock.**
- **Weekend MOD**
- Provide assisted stretching to clients.
- Power classes in the fitness room(10-15 minute classes)
- Assist with the supervision of part-time floor workers.
- Assist with maintenance of fitness equipment.
- Ensure appropriate use of all equipment.
- Participate in monthly meetings with all of our instructors and personal trainers.
- Assist in recruiting, supervising, training, and evaluating instructors, personal trainers, full time staff, and part time staff.
- MOD Responsibilities
- Assigned Floor Hours each week
- Participate in staff meetings with Director and Assistant Directors.
- Assist in planning, development, and implementation of all fitness programs.
- Assist in planning of Special Events (5k and Around the World in Pink).
- Maintain statistical records for fitness programs, fitness classes, and provide data for future programs.
- Appropriately document all issues, concerns, work orders, accidents and incidents.
- Perform first aid and execute emergency procedures. Appropriately document all accidents and reports to Sports and Wellness Assistant/Director.
- Any other duties that may be assigned by your supervisor.