

DATE: NOVEMBER 2025

JOB TITLE: Assistant Fitness Director

REPORTS TO: Fitness Director

STATUS: FULL-TIME (EXEMPT)

RESPONSIBILITIES:

- Assist with Supervision and assist floor staff, personal trainers and group instructors.
- Responsible for the hiring, scheduling, planning and supervising of the fitness floor staff, group exercise instructors/classes and personal trainers/clients. Track certifications.
- Attend monthly meetings with staff (floor, instructors, etc.).
- Perform monthly reconciliations for each fitness program, turn into Sports and Wellness Director. Monitor and track the number of participants in group exercise classes.
- Assist with yearly budgets for personal training and aerobic classes (expenditures and performs monthly reconciliations for each fitness related program).
- Conduct 6 group fitness classes per week on clock.
- Conduct monthly inventory of fitness equipment and order equipment when needed.
- Observe the activities in the building and check on: appropriate use of facilities; adherence to DPJCC policies; and proper use of all areas throughout the buildings.
- Assists with planning and coordination of fitness related special events. Example Yoga and Spin Day, Full and New Moon, Hadassah, Senior Olympic Day and Senior Fitness Day.
- Execute emergency procedures and clean-up hazardous materials immediately
- Ensure all accidents and injuries are recorded and report to Sports and Wellness Director immediately.
- Keep track of all employee certifications (non-aquatics staff).
- Appropriately document all issues, concerns, work orders, accidents and incidents. Make sure to follow up.
- Assists with the supervision and security of all DPJCC and Sports and Wellness programs, including opening and closing.
- Assist with maintenance of spin bikes and fitness equipment.
- Enforce facility policy and procedures.
- Perform all other duties as assigned.

Fitness Assistant Director hours are subject to change if the Sports and Wellness Director approves of the hours. Fitness Assistant Director is required to work a 40 hour week.

Obtain and keep current personal training, CPR, AED, First Aid, Group Exercise and Spinning certifications and Level 2 background screening (fingerprinting).