POSITION:
HEALTH & FITNESS MANAGER
STARTING AT $20/HR

JOB PERKS:
- MONDAY-FRIDAY, 8AM-3PM
- PAID HOLIDAYS
- HEALTH BENEFITS
- CELL PHONE STIPEND
- ADDITIONAL HOURS AVAILABLE

REQUIREMENTS:

- EXPERIENCE WORKING IN EDUCATION OR SPECIAL NEEDS COMMUNITY PREFERRED, BUT NOT REQUIRED
- FINGERPRINT CLEARANCE / DOJ BACKGROUND CHECK REQUIRED UPON HIRE

- HS DIPLOMA / GED REQUIRED
- MUST BE 18+
- MUST HAVE RELIABLE VEHICLE
- MUST HAVE A SMART PHONE

SEND RESUME TO MARYALICE GARCIA: M.GARCIA@NOLIMITSLC.ORG
Job Description

JOB TITLE: HEALTH & FITNESS MANAGER
DEPARTMENT: Manager
EMPLOYMENT STATUS: Non-exempt, Full-Time
REPORTS TO: Director of Operations
DIRECT REPORTS: Not applicable

Essential Duties & Responsibilities

➢ Develops, implements, and oversees all health & fitness programming with a focus on maintaining high standards of quality and safety.
➢ Ensures daily operations adheres to all standards of staffing, equipment operations, facility operations, and safety.
➢ Ensures all exercise areas are properly maintained, equipped, and adequately stocked with supplies. Maintains on-site equipment including repairing and replacing items as necessary.
➢ Oversees and ensures that all applicable safety requirements are met, including prompt injury reporting.
➢ Ensures consistent supervision of exercise and fitness areas.
➢ Recruits, hires, trains, develops, schedules, supervises, and evaluates health & fitness team.
➢ Oversees the onboarding and training of staff and students. Ensures team members are following all administrative procedures and guidelines as outlined in handbook and manual.
➢ Develops, manages, and monitors health & fitness budget to meet or exceed fiscal objectives.
➢ Monitors and evaluates effectiveness of program and makes recommendations and adjustments based on trends.
➢ Handles complaints and concerns quickly and effectively. Maintains continuous lines of communication, keeping the CEO informed of critical issues.
➢ Ensures that services follow all federal, state, funding, certifications, and licensing requirements.
➢ Conducts self in accordance with NLLC’s mission and values.
➢ Carries out all responsibilities in an honest, ethical, and professional manner.

Knowledge & Skills:

➢ Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require CEO’s intervention for solution.
➢ Possesses a strong attention to detail; uses skill and judgment to ensure written and verbal outputs are clear, accurate, grammatically correct, and of appropriate tone.
➢ Possesses a commitment to health and fitness. Maintains knowledge of the latest fitness trends.
➢ Demonstrates extensive knowledge as it relates to fitness and well-being.
➢ Possesses superior verbal and written communication and presentation skills.
➢ Culturally sensitive with ability to work effectively in collaboration with diverse groups of people.
➢ Possesses a commitment and passion for NLCC’s Mission, Vision, and Values.
➢ Maintains high proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint)
➢ Passion, integrity, creative, positive attitude, mission-driven, and self-directed.
Education & Experience Required:

➢ Bachelor's degree preferred; certifications will be considered.
➢ At least two (2) years as a fitness instructor or related experience preferred.
➢ An equivalent combination of education and experience may be considered as a satisfactory substitute for the specific education and experience listed.
➢ Experience in budget management
➢ Familiarity with industry regulations and requirements

Physical Requirements:

➢ Sits for extended period, stands, and walks throughout the day.
➢ Uses hands and fingers to operate computers and office equipment for up to eight hours or more each day.
➢ Requires clear vision with or without corrective lenses.
➢ Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
➢ Lifts up to ten pounds regularly and twenty-five pounds occasionally.
➢ Exposed to typical office environment conditions and noise levels.

This job description is not intended to be all-inclusive, and the employee will perform other reasonably related job duties as assigned. It is not intended to be construed as an exhaustive list of all responsibilities. The organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Name (print): __________________________________________

Employee Signature: ___________________________________________ Date: __________________

President/CEO Signature: ______________________________________ Date: __________________