



## Position Description Bainbridge Athletic Club

**Job Title:** Assistant Fitness Director                      **Reports To:** Fitness Director  
**Department:** Fitness  
**Schedule:** Regular Floor/Office Hours. Evening/Weekends Required

### Position Summary:

The Assistant Fitness Director (AFD) is responsible for overseeing the group exercise department (including Pilates, yoga, and cycle), including selected youth and adult fitness programs, coordinating the Fitness Department, including scheduling floor shifts and assisting in Trainer development, and ensuring that this programming and development contributes to the overall success of the Club.

This position is responsible for providing safe, fun, current, scientifically sound and physiologically effective classes and programs. The AFD will also set all schedules, in conjunction with the Fitness Director, for group exercise and cycle studios and acts as a liaison between those staff members and the Fitness Director. The professionalism, quality, and high standards of group exercise and mind/body instructors are to be maintained through training, supervision, and evaluation by the AFD. The AFD is also responsible for researching industry trends and creating innovative new programs for group exercise, mind/body, cycle, and youth. Outreach to community groups will be required in order to build and maintain a stable fitness program. Marketing skills are also important in order to promote all programs and classes that are introduced. This job description is a living document and will be revised as needed. This is an “employment at will” state. This document is not to be construed as a contract nor does the satisfactory performance of all the duties imply permanent employment.

### Essential Duties:

- Ensure class participant safety – Provide a fun, current, scientifically sound, and physiologically effective class while providing for the safety of all participants.
- Develop, design, and oversee (in conjunction with the Fitness Director) all classes and instructors – Provide information and instruction on the most up-to-date concepts and techniques of group exercise, mind/body, cycle, and youth workouts. Maintain professionalism and standards of Instructors through supervision, evaluation, and training.
- Schedule classes and instructors – Maintain class schedules in all studios that offer a variety of classes and times for the members. Schedule instructors for all classes and maintain a current sub list.
- Handle record keeping for the group exercise, cycle, mind/body and youth staff and classes including statistics and reports of class attendance.
- Act as a liaison between all Instructors and Fitness Director.
- Assist the Fitness Director – Create a working relationship with the Fitness Director that allows all work to be done in an effective and efficient manner.

**Duties:** (Include but are not limited to the following)

- Hire (In conjunction with the Fitness Director), train, supervise, schedule, and evaluate Group Exercise, Mind/Body, Cycle, and Youth Instructors.
- Maintain Instructors personnel records and see that they stay current with certifications.
- Meet periodically with Instructors, prepare, and distribute minutes from meetings.
- Schedule and implement (in conjunction with the Fitness Director) classes for all studios
- Provide written input for department budget.
- Update information at front desk and website about class schedules and new programs.
- Monitor class attendance.
- Oversee music and choreography choices for classes.
- Oversee conditions of both studios to ensure they are kept clean and safe.
- Serve as an Group Exercise Instructor.
- Organize, conduct, and participate in promotional activities.
- Remain current on industry trends and general fitness knowledge by attending workshops, seminars, and conventions and by reading current literature.
- Evaluate safety, effectiveness, and applicability of new products and practices in the club.
- Respond to members' oral and written requests within 48 hours.
- Write program updates and articles on exercise and special classes for newsletter.
- Update Fitness bulletin board.
- Coordinate schedule, and misc. admin for Fitness department
- Maintain a safe & clean workout environment
- Build and maintain a personal training clientele (minimum of \$1,000 in revenue generated each month)
- Create and apply individualized fitness programs
- Create and run fitness programs
- Attend staff meetings when held
- Attend local and national workshops/conventions to keep current in the industry
- Keep certifications current by continued work on yearly CEC's
- First Aid and CPR skills should be used if necessary
- Wear appropriate uniform and nametag

**Skills and Abilities**

- Ability to interact effectively with people, teaching and motivating them in a positive and constructive manner
- Ability to arrive on time for appointments (10-15 minutes early)
- Ability to problem solve to service members and teammates needs
- Ability to work independently
- Well organized and accurate in the handling of paperwork and record keeping
- Available to work varied schedule including nights and weekends

**Job Requirements:**

- Must be highly organized, detail oriented, and a great communicator
- Must be able to teach a variety of classes

- 2 or 4 year degree in Exercise Science or related field and/or
- ACSM CPT or HFS (most ideal), ACE CPT or Group Exercise Instructor
- 3 years experience in fitness industry & 2 years previous supervisory experience
- CPR Certification.
- Certification by at least two national fitness organizations (preferred)

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to perform rigorous aerobic activity, easy to difficult dance and coordinated moves, lift weights up to 100lbs while instructing, stand, walking; sit, use hands for computer keyboards, climb stairs, talk, and hear.

**Mission Statement, Team Philosophy Synopsis:**

We have included the company's Mission and Philosophy Synopsis in this job description. This position will be evaluated, in part; on how well these are incorporated and reflected in this position.

*Mission Statement*

To reach you where you are and inspire you to become more.

*Team Philosophy Synopsis*

We want to be the best experience in everyone's day. In the minds of our members, employees, vendors, community, neighbors, and all of the lives we touch, we care more, work together better, and exceed expectations more often than anyone else.

We are committed to creating/fostering teamwork, personal responsibility, innovation, trust, and communication in our staff. We share ideas, encourage risk, embrace change, and help our fellow teammates however and whenever we can.