

POSITION DESCRIPTION

Class Title: Fitness Manager
Department: Tourism & Special Events
Division:
Date: April 2024

Job Code Number:
Grade Number:
Union:
Location:

GENERAL PURPOSE

EastSide Centre's Fitness Manager is the leader of the indoor facility at the 100-acre sports complex. The Fitness Manager oversees the day-to-day operations of the facility's gymnasium, indoor track, recreational areas, workout areas, classrooms, and subordinate staff members.

The Fitness Manager oversees all indoor programming, group exercise and tae kwon do classes, personal and athletic training, fitness equipment, and areas of usage by members and guests alike. The Manager acts as a direct liaison between the EastSide Centre fitness staff and its' Fitness Center members and guests.

The Fitness Manager is a forward-thinking leader whose vision will help guide the facility towards trends in the industry with both equipment and programs, and they will also act as the marketing manager for the gym and fitness center. The Manager will be asked to help with indoor special events and rental set up and teardown as needed.

SUPERVISION RECEIVED

Works under the supervision of the Director of Tourism.

SUPERVISION EXERCISED

Supervises and coordinates the activities of the Front Desk & Membership Coordinator, Group Exercise Coordinator, part-time front desk staff, managers on duty (for indoor events), and Group Exercise Instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The primary responsibility of the Fitness Manager is to oversee the day-to-day operations of the fitness center and to manage all the facilities and equipment. The Manager is responsible for developing marketing plans for the fitness center, increasing membership sales, maintaining community branding, and creating a satisfying customer service experience.

The Fitness Manager will be responsible for maintaining up to date records of the membership population and all of EastSide's indoor point of sale/membership software.

The Manager will be expected to prepare budgets and capital improvement plans for the fitness center/gymnasium.

Assist in the coordination of radio, television, and newspaper advertising and marketing for the indoor facility with other staff.

Understanding of basic philosophy surrounding high quality fitness and recreational programs, and the ability to interpret that to staff and public.

Ability to work cooperatively with representatives of community, public and private groups so that the public respects and appreciates their facilities and programs.

Works effectively with a diverse population and provides a supportive, motivating and safe working environment for groups and individuals.

Ability to review staffing requirements and promptly hire trainers, and general fitness staff and provide necessary training as needed.

Ability to analyze the facility's performance and work alongside other EastSide Centre staff to set goals and milestones for increasing gym membership sales.

Provides backup to all indoor positions as needed. Will be on call for certain events and in case of emergency. May be required to open or close the indoor facility based on staffing needs.

Ensures all equipment and areas of the gym and fitness facility are clean, safe and orderly. Works with contracted janitorial staff to provide cleaning details to specific areas as needed.

Hire, fire, and train all subordinate part-time staff and trainers on all programs for the fitness center along with reviewing and making schedules for your subordinate staff. Provide "to do" tasks for employees when necessary.

Assist the Fire Chief with Physical Fitness Testing of all City of East Peoria Fire Fighters on a yearly basis.

Assist both Fire and Police Chiefs with physical fitness testing of all applicants to the City of East Peoria from both of those departments. These testing days vary on a year-to-year basis.

Ability to work harmoniously with public and fellow employees in an enthusiastic, cooperative and productive manner.

Payroll tracking for subordinate staff as needed.

Oversees operations for EastSide's Martial Arts program.

Abides by all City of East Peoria general policies and procedures.

TOOLS AND EQUIPMENT USED

Requires use of computer/laptop, including word processing, database and spreadsheet programs; calculator, telephone, and copy machine. Must be able to use outdoor preventative maintenance equipment as needed for all fitness equipment. Must be able to operate all equipment in fitness center, gymnasium, and classrooms. Must be able to manage all areas of the indoor rec building.

PHYSICAL DEMANDS

While performing the duties of the job, the employee is frequently required to sit, stand, walk, and talk or hear. The employee may be required to walk, use hands to finger, handle or operate objects, tools, or controls and reach with hands and arms. The employee must occasionally lift and/or move objects up to 100 pounds. Certain events may require the Fitness Manager to stand for long periods of time.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Office management procedures and practices
- Recreation facility management
- Strong employee management skills
- Microsoft Office suite
- Effective verbal and written communication skills
- Strategic thinking
- Resource management
- Managing performance
- Managing change
- Decisiveness
- Interpersonal skills
- Operation of job-related software applications that apply to the work performed

DESIRED MINIMUM QUALIFICATIONS

A Bachelor’s Degree in Exercise Science or Physiology, Physical Education, Athletic Training, or another related field. Minimum of two to three (2-3) years management experience preferred.

Requires certificate in First Aid, CPR & AED and at least one of the following: ACE, ACSM, AFAA, NCSF, NSCA, CSCS. Although a degree is preferred, extensive experience in a similar position may be substituted.

Position requires working evenings, weekends, and some holidays. The positions hours will be based on facility needs, personal training sessions, and the indoor rental/event calendar.

Employee must live within 25 miles of the City’s Corporate limits. Must maintain a valid IL driver’s license. Must pass a background check and any other pre-employment tests required.

BENEFITS AND PERKS:

- Paid sick days, vacation days, and holidays
- Pension and retirement programs through Illinois Municipal Retirement Fund
- Wellness program incentives
- Health/Dental insurance for employee and dependents
- Free fitness center membership for employee and spouse/dependents

SALARY RANGE:

\$50,000 - \$60,000

A percentage of membership sales and/or personal training may be negotiated in this position’s salary or benefit package.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge receipt of the foregoing position description.

Employee

Date

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.