



Mittleman

Jewish Community Center
Schnitzer Family Campus
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Job Announcement

Job Title: Fitness Program Manager

OPENING DATE: February 14, 2017

CLOSING DATE: Open until filled

SALARY: \$34,000 to \$40,000 per year, DOE

STATUS: Full time, regular

JOB SUMMARY: The Mittleman Jewish Community Center (MJCC) seeks a dynamic Fitness Program Manager who thrives on offering outstanding programs and services to our members and their guests. The Fitness Program Manager is responsible for carrying out the MJCC's commitment to provide services in the best fitness environment possible with the friendliest staff, most educated members, cleanest facility, most ethical business practices and state of the art equipment. This position will oversee the daily fitness operation and provide on-site leadership for fitness staff. The Fitness Program Manager actively promotes membership and the purchase of fitness training through a variety of means, including assisting members with introductory fitness training sessions. The Fitness Program Manager drives revenue by promoting our personal training programs and staff. This position is also responsible for all matters pertaining to equipment and safety on the fitness floor.

RESPONSIBILITIES:

- Manage day-to-day operations and staffing of fitness floor, group exercise, personal training and laundry department.
- Maintain optimal staff coverage within budget.
- Provide effective supervisory-level response to member complaints and issues.
- Conduct equipment orientations and ensure equipment is maintained to safety standards. Oversee equipment repairs and maintenance.
- Continually identify gaps in service and/or newly emerging needs.
- Deliver staff orientation, training, and performance evaluation.
- Actively promote MJCC fitness services to members and the general community.
- Develop safe, professional and comprehensive personal training programs that are individualized to meet members' fitness needs. Work with members to develop fitness goals; monitor progress; provide encouragement and support
- Collaborate with the Assistant Executive Director in developing and planning fitness programs and classes; promote fitness services to members. Maintain fitness department bulletin board monthly with up-to-date information regarding specials and other fitness department news.
- Supervise Fitness Lead, fitness center operations monthly schedules fit staff, attendants, and group exercise. Provide direction in the performance of day-to-day work. Assist the Director in ensuring that staff follow MJCC policies and departmental procedures.
- Provide assistance and support in managing day-to-day department activities. This includes staff scheduling, providing back-up to instructors and trainers, and a variety of similar department support duties. Provide personal training or teach group exercise classes as assigned. Work a minimum of five (5) hours on the floor each week, sometimes as a Fitness Attendant.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

Prior successful supervisory experience.

- American Council on Exercise (ACE) certification or equivalent. ACSM certification preferred.
- Two years' experience in a fitness setting that included overseeing personal training, group exercise, and fitness assessments.
- Certification in First Aid and CPR.

ABOUT US: Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 100 years, the MJCC has offered educational, social, cultural and recreational programs. The MJCC is open to everyone!
MJCC IS AN EQUAL OPPORTUNITY EMPLOYER

Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment").

Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.