



JOB POSTING
FITNESS CONNECTION
DIRECTOR

Division/Department: Executive

Job title: Fitness Connection Director

<p>Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Contractor <input type="checkbox"/> Intern</p>	<p>Hours 40 /week – Required to be on call <input type="checkbox"/> Executive <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt</p>
<p>Reports to: Director of Operations</p>	<p>Supervises: <ul style="list-style-type: none"> ▪ Lifeguards ▪ Group Fitness Instructors—Aquatics & Land ▪ Fitness Technicians </p>

GENERAL DESCRIPTION
 Provides day to day development and management of the Fitness Connection Program to ensure quality programming, staffing, customer service, fiscal solvency, and facility maintenance.

- DUTIES AND RESPONSIBILITIES:**
- a) Meet program goals, output and outcome expectations within given budget, funding requirements and timelines.
 - b) Develop, implement, evaluate and modify land and aquatic fitness/wellness programs.
 - c) Directly supervise, develop and provide leadership for Fitness Connection staff/contractors.
 - d) Recruit, facilitate hiring, train employees; plan, assign and direct work; appraise performance; reward, and when necessary, recommend discipline and termination of employees; address complaints and solve problems.
 - e) Uphold, train, and lead by example, a high level of customer service with both internal and external customers to maximize overall customer experience and retention.
 - f) Coordinate special events and activities.
 - g) Maintain volunteer pool to deliver and enhance program and special events.
 - h) Develop and maintain procedure and training manuals on program operations and equipment.
 - i) Develop work, program and event schedules.
 - j) Work with the Executive Assistant to develop promotional/marketing ideas, communications with primary focus on internal customers, and secondary attention to external customers.
 - k) Remain current with trends/issues in fitness and wellness.
 - l) Ensure an effective risk management plan to ensure quality standards for safety and equipment in programs, facility, and events.
 - m) Ensure quality facility maintenance, cleanliness and upkeep.
 - n) Work effectively in a fast-paced, frequently changing environment.
 - o) Represent YWCA at relevant community events.
 - p) Assist with other assignments as required by supervisor.

QUALIFICATIONS AND SKILLS:

Required:

- Three years progressively responsible program management experience.
- Two years' successful supervision of quality land and/or aquatic fitness program and facility.
- Two years' successful supervision of quality customer service.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft applications of Word & Excel as well as fitness management software.
- Must be able to use own personal vehicle and carry the minimum state liability insurance, have a valid Texas Driver's license or ability to attain one within 2 days of employment, have a good and verifiable driving record, and be 25 years of age or older for YWCA insurance compliance allowing the organization to carry the minimum state liability.
- Ability to walk, bend, stoop, twist at waist, reach, climb stairs, and lift a minimum of 30 pounds.
- CPR/First Aid/AED Certification or ability to attain within one (1) month of employment.
- Personal Training, Group Fitness or Lifeguard Certification.
- Must pass criminal background check.

Preferred:

- Customer service experience and expertise with senior citizens.
- Bilingual (Spanish/English)

Education

Requirements:

- Bachelor's degree in recreation management, business, or related field.

To apply, submit application, resume & 2 Letters of Reference from past supervisors to:

YWCA Administrative Office
4601 Corona Corpus Christi, TX 78411
361-857-5661 ext 104
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