



**JOB POSTING**  
**FITNESS CONNECTION**  
**DIRECTOR**

**Division/Department:** Executive

**Job title:** Fitness Connection Director

**Type of position:**

- Full-time
- Part-time
- Temporary
- Contractor
- Intern

**Hours** 40 /week – Required to be on call

- Executive
- Professional
- Administrative
- Exempt
- Nonexempt

**Reports to:**

**Director of Operations**

**Supervises:**

- Lifeguards
- Group Fitness Instructors—Aquatics & Land
- Fitness Technicians

**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  
361-857-0254 (fax)  
ywcacc@ywcacc.org