



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

MINOT FAMILY YMCA JOB DESCRIPTION

Job Title: **Fitness Director**

Incumbent:

Reports to: Healthy Living Director

Department: Fitness

Revision Date: 8/26/22

POSITION SUMMARY:

Under the direction of the Healthy Living Director, the Fitness Director is responsible for the promotion, supervision, and evaluation of the Group Exercise and CrossFit program to include hiring and supervision of coaches and instructors as well as scheduling Group Exercise, CrossFit classes, and special events to meet the needs and demands of the membership.

ESSENTIAL FUNCTIONS:

1. Directs, supervises, expands, and maintains all aspects of CrossFit, Group Exercise, and related program activities within the community in accordance with strategic and operating plans to meet YMCA objectives.
2. Recruits, hires, trains, develops, evaluates, schedules, and directs CrossFit, Group Exercise staff, and volunteers as needed. Ensuring coverage in all Group Exercise & CrossFit areas and filling in where necessary. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals.
3. Designs, creates, schedules, implements, conducts, assists, and maintains health and wellness programming including but not limited to: CrossFit classes, Group Exercises Classes, Fitness Challenges, Fitness/Wellness Programs, Special Events, Fundraising Events, etc.
4. Develop, implement, and instruct a variety of fitness classes for participants at an appropriate level and in the appropriate modality based on clients wants, needs, and ability. Provide encouragement and expertise for the client in support of their health and well-being goals.
5. Ensures proper implementation of Group Exercise & CrossFit procedures. Reviews and updates desk procedures and communicates changes to staff. Coordinates with the business office as necessary on financial transactions.
6. Maintain, purchase, and coordinate maintenance and repairs for CrossFit and Group Exercise equipment and supplies as required.
7. Develop and keep up to date all internal communication that is related to the CrossFit and Group Exercise operations.
8. Plan and implement new CrossFit or Group Fitness classes, employing new workouts, music, and/or choreography to maintain member interest.
9. Demonstrate proper form/technique and verbally cue members; correct form is necessary.
10. Understands different health needs; observes and adjusts approach to support all participants' capabilities, physical conditions, health, and culture.
11. Asks and answers questions and displays empathy in support of helping member and program participants build confidence to achieve their health and wellness goals.
12. Identifies and celebrates the successes of members and program participants. Assist members by providing personalized attention, support, and motivation. Provide proper health counseling that will

meet the unique needs and wants of each member.

13. Provide character development, health education and instruction to members that will lead to member retention and involvement.
14. Greet and assist all members, potential members, volunteers, and staff in a courteous, professional, and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities. Strive to enrich their YMCA experience by introducing them to new programs, staff, members, and volunteer activities.
15. Respond to members' needs. Contact appropriate personnel when necessary. Handle complaints in a courteous manner. Effectively negotiate and resolve customer service problems.
16. Maintain a working knowledge of the YMCA rules, policies, and emergency procedures and act as the control center for the Group Exercise Studios during emergency situations.
17. Shares fitness program information with members, using available tools and resources (e.g., handouts, schedules).
18. Maintain working knowledge of fitness and trends to provide effective information and support to members.
19. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
20. Work closely with the Communications Director on marketing/promotions to ensure consistent messaging around the Y as a cause-driven charitable organization.
21. Monitors and ensures coach/instructor certification records are accurate and current.
22. Maintains accurate CrossFit client list and records. Compiles CrossFit & Group Fitness statistics and records. Monitors and evaluates the effectiveness of and participation in program, making changes as necessary.
23. Works in conjunction with the Healthy Living Director and Membership Director in implementing membership onboarding initiatives.
24. Assist other staff as needed and perform other duties as assigned.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailor's communications to the appropriate audience. Provides staff with feedback, coaching, guidance, and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change, models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. At least 21 years of age preferred.
2. Bachelor's degree in related field preferred or equivalent combination of education and experience.
3. CrossFit CFL-1 or higher is required with 60 days of hire.
4. Minimum of 2 years as a certified CrossFit CFL-1, Group Exercise Instructor, or equivalent combination of related education and experience.
5. Minimum of 1 year customer service and supervisory experience preferred or equivalent combination of related education and experience.
6. National certification in group fitness instruction or personal training (e.g., ACE, NETA, AFAA, NASM) or YMCA group exercise instructor certification preferred. Les Mills certification(s) highly desired.
7. Certifications required within 30 days of hire: CPR/AED and First Aid.
8. At least 1 year of experience teaching group exercise classes preferred but not required.
9. Working knowledge of all principles of health and fitness.
10. Excellent interpersonal and problem-solving skills.
11. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
12. This individual must familiarize themselves with YMCA rules and policies within 30 days of employment. Since this position is dealing directly with members, program participants, volunteers, and staff in a position of authority, above-average verbal communication skills are required.

WORK ENVIRONMENT & 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 regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee is frequently required to stand, walk, use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl, and talk and hear.
- May frequently be exposed to high levels of exertion due to exercise.
- Must have the ability to conduct, demonstrate and safely lead members at their personal level of ability, including proper exercise technique and form. Make helpful suggestions as you identify members who may be using unsafe or ineffective techniques.
- Must have the ability and patience to instruct members and staff while using effective communication.
- The employee must occasionally lift and/or move at least 100 pounds.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Acute hearing skills are required. May frequently be exposed to moderate to high noise levels from music.

SIGNATURE:

I have read the job description and the principal activities it outlines and will abide by and accept the terms of employment outlined for the position at the Minot Family YMCA. I understand that this document may not be all-inclusive, and duties may be modified when deemed appropriate by management.

Employee's name

Employee's signature

Date