



The Jewish Community Center has an opening for a full time **Group Exercise Manager** to join our Fitness team. Position is expected to be split between 25 hours of management time per week and 15 hours of training/instructing time per week. This position is primarily located at our Creve Coeur location but candidates should be able to go to our Chesterfield location as necessary. Position requires applicants to be available to work one weekend day per week. Our facilities feature dedicated, fully equipped group exercise, mind body, signature, and Pilates reformer studios.

Summary

Supervise, develop, and manage the operation of group exercise and select fitness and corporate programming that meets the demand and demographics of the J's membership. Acts as Manager on Duty as required.

Responsibilities

- Supervise, develop, and manage the operation of all group exercise classes including spin, and yoga.
- Develop class schedule across both locations on a seasonal basis and/or to maintain adequate participation rates. Works together with Fox Fitness Manager to meet needs of Fox location. Utilize scheduling software to keep the schedule current as well as communicate with our patrons.
- Hire, train, evaluate, and supervise all group exercise staff, which includes work allocation, problem resolution, and employee relations.
- Schedule and coordinate substitute instructors for group exercise classes on an on-going basis as well as fill in as a substitute during scheduled and unscheduled work hours.
- Develop and administer safe, engaging, and effective group exercise programming. Ensure instructors are delivering content which is approved by the JCC and/or approved by national fitness certification agencies. Must be able to tactfully correct ineffective or incorrect techniques of instructor staff.
- Promote group exercise, personal training, fitness programs, aquatics or other programs pertinent to our member's needs. Present the benefits of group exercise to all members and demonstrate the value of the program. Be aware of and able to offer current Fitness specials/promotions and be aware of programs offered across the J.
- Compile monthly reports of class participation, assist in the development and management of staff budgets
- Perform payroll duties in accordance with JCC policies.
- Conduct work in accordance with JCC policies and procedures.
- Monitor compliance with JCC policies, procedures, regulations, for group exercise class staff, members, and community
- As appropriate, provide and/or oversee problem solving for group exercise fitness programming and management of day-to-day office coordination.
- Oversee maintenance and cleanliness of group exercise studios and inventory/condition of aerobic equipment

- Assist in the purchase of aerobic equipment (replenish worn equipment, research for new equipment)
- Provide exemplary customer service. Interact with members to determine the demand for specific class formats. Research the industry to stay current with trends. Propose and develop new class formats to keep offerings current and enticing to our members.
- Act as Manager on Duty of Fitness Center in absence of upper management.
- Attend staff and committee meetings, conferences and related JCC program and service meetings
- Perform miscellaneous job duties as assigned

Qualifications

- High School diploma or GED is required.
- Current AFFA or ACE primary certification is required.
- Current nationally recognized Personal Trainer or Reformer Pilates certifications are required for this position.
- Current CPR/AED/First Aid for the Professional Rescuer certification is required. Training will be provided if necessary.
- Prior supervisory experience is required.
- Must be physically able to teach classes (demonstrate techniques and lead the group through the program)
- Flexibility to adjust schedule to meet business needs is a necessity.
- Strong listening, written, and oral communication skills.
- Exhibit leadership skills in an outgoing, professional manner.
- Must demonstrate a desire to improve the health and fitness of our patrons through safe and effective exercise leadership and a committed focus on customer service.
- Demonstrated ability to establish networks and effective interpersonal relationships.
- Must be able to communicate clearly and concisely both orally and in writing.
- Demonstrated ability to deal effectively with a diversity of individuals.
- Basic skills with Microsoft Office Suite are required (Outlook, Word, Excel, PowerPoint).
- Demonstrated proficiency in learning industry specific software applications is required. For this position CSI, Paycom, and Group Ex Pro are currently utilized with training provided.

To learn more about the J, please see our website www.jccstl.org .

To apply, please submit your cover letter, resume and completed J application to careers@jccstl.org . Please indicate the title of the position you are applying for in the subject line of your email. Our application is available for printing from the employment section of our website. Please note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.