



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA OF LANSING JOB POSTING

YMCA Regional Fitness Director

General Function: Position has multi-branch and Association wide responsibilities and is accountable for the delivery of all group exercise/personal training programs, events, and special projects. Directly responsible for all staff development, training, and scheduling. Develops, executes and monitors that procedures are in line with Association standards, protocols, and that we are using the systems and processes that have been developed to insure continuity throughout the Association and to best support our staff in service to our members, program participants and community. Serves as the Executive staff at their home branch and has direct day to day responsibility to insure a high quality atmosphere and experience for our staff and members. Will provide leadership and oversight to the branch cleaning and sanitation team. This is a senior staff position in our organization and is part of our Association Centralized Management Leadership Team.

Duties & Responsibilities:

1. Building A Strong Staff Team
 - a. Hire, train, and develop staff teams (Fitness/Personal Training/Events) to serve the needs of our members and program participants using the standards created by the Association
 - b. Cross train staff to support the Association and to encourage multi-branch work schedules when needed.
 - c. Create weekly/monthly schedules for Group Fitness, Personal Training, and events.
 - d. Schedule weekly/bi-monthly staff trainings to support the continued education and development of our part time leadership staff
 - e. Train staff on required cleaning and sanitation responsibilities.
2. Growing Our Business
 - a. Assist in the development of strategies that will support the recruitment of new members and the retention of our current members through health and wellness programs.
 - b. Responsible for the delivery of a diverse group exercise program schedule that is innovative and appeals to engage our members and strengthen their loyalty to the Y.
 - c. Organize and execute ongoing Association membership retention events through activities that will engage our members in health and wellness.
 - d. Develop strategies that focus on growing and expanding enrollment in all healthy living programs and events throughout the year.
 - e. Develop external partnerships for offsite programming.
 - f. Increase personal training session used by members.
3. Administration
 - a. Accountable for creating a plan to grow engagement in group classes at all branch locations
 - b. Responsible for following all Association systems and policies related to cash management, refunds, and other matters related to effectively running the business of the Y.
 - c. Maintain required inventory of equipment and supplies for all programs and events.
 - d. Accountable for all aspects of on-going training of staff with Active Net, and using the systems and processes created by the Corporate Office.
 - e. Accountable for submitting timely and accurate daily, weekly, monthly, and annual reports required by the Association.
4. Branch Leadership
 - a. Provide direct leadership at home branch to insure a safe, clean and quality atmosphere.
 - b. Work directly with maintenance and cleaning team to assign projects, work schedules, etc.
 - c. Provide leadership and support for all branch staff to insure a high quality member experience.
 - d. Provide leadership as the key staff for the Annual Campaign at the Oak Park.
 - e. Provide leadership with the local Advisory Board.

5. Budget and Finances

- a. Achieve budgeted expectations for membership and fitness departments

6. Mission

- a. Provides leadership for the Annual Campaign in both staff and volunteer recruitment.
b. Provide leadership to staff and members as a "story teller" for the Mission work of the Y.

Salary: Full-time, exempt; \$50,000-\$60,000 annual

Benefits:

- Free YMCA Adult or Family Membership
- Medical/Dental/Life insurance eligibility
- 50% discount on program fees for themselves or eligible family members up to \$500 per year
- 12% retirement contribution upon eligibility
- Paid Time Off

Job Requirements:

- Preferred Bachelor's degree in related field or equivalent.
- Three to five years related experience preferred.
- Personal Training and/or group exercise certification preferred.
- Must complete required YMCA trainings
- Excellent computer and communication skills.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to respond to safety and emergency situations.

Physical Demands

- The employee must have sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs). Ability to perform physical aspects of leading classes including walking, standing, bending, reaching, and lifting.
- 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.
- Employee may be required at any time to wear personal protective equipment as dictated by the organization which includes but not limited to masks, face shields, etc.

Disclaimers:

- Must complete successful background screening and drug test for YMCA and all other off-site screenings for partnering organizations.
- This job description may not be all-inclusive and employee is expected to perform all other duties as assigned by direct management.
- Job descriptions and duties may be modified when deemed appropriate by management.

Include: Cover letter and copy of relevant certifications

Contact: Amy Stearns, Director of HR & Risk, careers@lansingymca.org