

The Addison-Penzak JCC in Los Gatos, CA is looking for a Group Fitness Coordinator.

Qualifications include strong communication skills, passion for fitness & helping others, extensive group fitness experience, and a current CPR/AED certification.

The APJCC Fitness Center is the Winner of Metro Silicon Valley's "Best Health Club" 2006, 2008, 2009, 2010, & 2011. Our 20,000 square foot fitness center is filled with state-of-the-art equipment. We are open to all faiths and backgrounds and our diverse community offers a wide variety of programming opportunities for every level of fitness.

Position Summary: The Group Fitness Coordinator effectively manages all group exercise staff, programs and services at the APJCC to maximize participation, member retention, club profitability and new member recruiting. Reports to the Director of Wellness Services

Essential Functions:

- Attract and retain members
- Recruits, hires, trains and supervises all group exercise instructors
- Produces monthly class schedule and descriptions
- Observes and participates in classes regularly to ensure quality control
- Monitors class attendance weekly
- Fills in as instructor for last-minute absences by staff (should be rare)
- Teaches classes each week to establish and maintain credibility with members and staff
- Manages new program preparations and launch quarterly
- Evaluates, coaches, and mentors instructors as needed
- Maintains studio in first class condition at all times including cleanliness and maintenance of equipment, floors, walls, etc.
- Produces annual departmental budget accounting for all costs associated with effectively operating the department within parameters established by management
- Submits purchase orders or expense reports for any and all departmental purchases according to established center guidelines
- Personally addresses member suggestions and complaints as they arise in a way that leaves the member feeling "heard" and appreciated, while still protecting the interests of the APJCC
- Addresses any and all employee behavior issues in a fair and consistent manner according to established company guidelines
- Other duties as assigned
- Up to 10 hours per week of administration time with additional teaching time

Other Functions:

- Be the center "goodwill" ambassador and greet and assist members
- Develop relationships and encourage member referrals
- Enforce JCC policies such as cell phone use, etc.
- Attend fitness department and fitness training meetings
- Be knowledgeable about all programs, services and activities offered at the JCC
- Promote center services and programs

- Assist with keeping the club well stocked and clean

Specific Skills:

- Customer service oriented
- Good communication skills
- Contribute great ideas and vision to the department
- Ability to: handle responsibility, follow-through, multi-task, and be reliable & responsive.

Education: Nationally Recognized Group Fitness certification

Specialized knowledge, licenses, etc.:

- Ability to teach a variety of Group Fitness formats
- CPR/AED certified
- Know proper emergency procedures for the center

Experience:

- Previous community center or health club and supervisor experience a plus.

Working Conditions:

- Fitness Center/Community Center environment
- Ability to lift a minimum of 45 pounds

To apply send resume to Deborah Rothschild at deborahr@svjcc.org.