

Updated: 9/2025

CARTER COMMUNITY BUILDING ASSOCIATION

JOB DESCRIPTION

POSITION TITLE: Fitness Manager

FLSA STATUS: Exempt/Full Time

POSITION SCOPE:

The Fitness Manager is a pivotal leader responsible for the holistic fitness experience within the facility. They ensure the seamless operation of strength and cardiovascular equipment, deliver expert personal training and engaging group fitness classes, and craft tailored fitness programs. Their leadership fosters a positive and professional environment, while they meticulously monitor member health and exercise readiness. Beyond instruction, they supervise staff, enforce safety protocols, manage equipment maintenance, contribute to budgeting and program planning, and collaborate on marketing initiatives. As a vital member of the First Aid Team, they prioritize member safety in all aspects of their role.

POSITION QUALIFICATIONS:

- Degree with a major related to exercise science preferred.
- Two (2) years fitness-related experience required, one (1) of which should be supervisory or administrative in nature.
- Must have nationally recognized certification as a personal trainer within three (3) months of hire.
- Excellent communication skills, positive attitude, and a strong desire to work with people are essential.
- Frequently operates a computer.
- Frequently communicates with the public in person and on the phone. Must be able to express oneself and exchange accurate information in these situations.
- Ability to prioritize work assignments, manage a varying workload, attend to detail, and reliably perform tasks is essential.
- Knowledge of Club Automation a plus.

PERFORMANCE RESPONSIBILITIES AND STANDARDS:

- Supervises personal trainers, group fitness instructors, fitness staff, and volunteers, subject to review by the Member Services Director.
- Recruits and selects employees as per an approved staffing pattern.
- Orients new employees.
- Schedule employees' responsibilities including staffing the fitness floor and Group Fitness classes.
- Assist employees to interact with participants in a positive and customer-oriented manner. Also interacts with participants in such a manner.
- Evaluates their employee's performance and, as necessary, works with the Membership Director concerning any disciplinary procedures.
- Communicates and interprets changes in organizational policy to employees in a timely manner.
- Conducts staff meetings as needed.
- Designs fitness facilities and programs considering participants' needs and the organization's mission and resources.
- Assists Member Services Director to budget for such expenses as employee wages and equipment acquisition and maintenance, and to project fitness facilities and program revenues. Manages the fitness department budget.
- In collaboration with other supervisory staff, designs and carries out fitness programs. Collaborates with the Marketing Manager on publicity for fitness facilities and programs.
- Coordinates the organization's efforts to monitor the health status and exercise readiness of exercisers.
- Ensures safe, effective, and efficient use of the fitness facilities.
- Is visible and accessible to employees and fitness facilities users.
- Prepares procedures for fitness equipment use.
- Prepares educational materials for fitness facilities users.
- Plans, implements, and documents equipment maintenance performed by CCBA staff outside vendors.
- Ensures that use of fitness facilities is tracked, and user files are maintained.
- Is team-oriented and participates fully in collaborative activities -- including the Management Team -- necessary to operate CCBA facilities and programs.

ABILITY TO:

- Physically able to lift, bend, stoop, climb and reach. Must be able to demonstrate exercises and proper weightlifting techniques and lift and carry items up to 50 pounds when moving/storing equipment.
- Must be able to move about the inside of the main three floor office building. Frequently ascend/descends stairs and/or ramps throughout the workday.
- Work and/or find coverage for a blend of days, nights, weekends and some holidays.
- Assists in managing responses to first aid emergencies and is a First Aid Team member, as described in the "CCBA EXPOSURE CONTROL PLAN."
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REPORTS TO: Member Services Director.

- *The CCBA is an Equal Opportunity Employer. Our policy states that there shall be no discrimination on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.*
- *We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.*

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.