



Assistant Manager of Fitness and Wellness Position Description

Position Title: Operations Manager of Fitness and Wellness

Reports to: Director of Club Fitness and Wellness

Position Summary: To assist the Director in the organization, planning, programming, supervision, and staffing needs of the department.

Essential Functions:

- Directly supervise all employees, outlines and monitors all duties and responsibilities through checklists and a monthly evaluation. Responsible for scheduling shifts for all employees.
- Reviews and coordinate all communications material, including website, Dateline, posters, and mailings, to ensure timely and effective event notification for membership and staff.
- Assists in budgeting process by recommending equipment and capital improvements to be included in short-term and long-term budgets.
- Responsible for monitoring and submitting payroll, along with providing appropriate paperwork for vacation, sick time, etc.
- Submits and approves all check requests for outside contractors.
- Responsible for supervising inventory control and purchase orders to ensure proper product availability.
- Attends Athletic Committee meetings.
- Supervises basketball leagues, volleyball leagues, handball, racquetball, and squash tournaments, pickleball, swim competitions, running events, and all other competitions.
- Assists in planning and promoting Annual Athletic Department Dinner and all other social events.
- Ability to handle emergency situations in a controlled and efficient manner.
- Responsible for managing the coordination of all work orders with Engineering.
- Responsible for issuing Maintenance Work Orders for the physical upkeep of the Athletic facility.
- Responsible for the sanitation standards in the facility.
- Responsible for maintaining the facility in an orderly and organized manner.
- Performs a daily walk through the facility to inspect and ensure that all equipment used by the members is fully functional and in operating condition.
- Assists the Director in the evaluation and ongoing performance of all staff in the department.

How to apply:
Shericka Armstrong (Human Resources Manager) | www.ulcc.org | sarmstrong@ulcc.org

- Responsible for the inventories of all consumable and replaceable goods in the dept.
- Knowledgeable on fitness testing and health screening.

Qualifications and Skills:

Education: Bachelor's degree with an emphasis on Health, Fitness, Physical Education, Recreation, and/or Business, or the equivalent in experience, education, and training.

Experience: Three years previous experience in an athletic, city or country club setting.

Additional Skills: Strong motivational, organizational, supervisory, and planning skills. Experience in supervision of staffing and programming preferred. Certifications in personal training (A.C.S.M., N.S.C.A., N.A.S.M., A.C.E.) and/or classes (i.e. yoga, pilates, spinning, etc.) preferred.