

Position Announcement

TITLE OF POSITION: Assistant Manager

LOCATION OF POSITION: Richmond, VA

DATE POSITION ANNOUNCED: December 14, 2009

SUMMARY OF POSITION: The Assistant Manager supports the Manager by following his/her direction related to program development, customer service standards, member services, group fitness offerings, and other Fitness Center or departmental initiatives. The Assistant Manager may also supervise staff at a multi-staffed site. Supervisory responsibilities below are applicable only when the Assistant Manager supervises staff. The Assistant Manager reports to the facility Manager.

REQUIREMENTS:

- Bachelor's degree in a health-related field from four-year college/university
- One year or more of work experience in the field preferred; experience in corporate fitness desirable
- Ability to teach basic core and muscle conditioning group fitness classes
- Ability to safely and accurately prescribe exercise for a variety of populations using ACSM guidelines
- ACSM Health/Fitness Specialist Certification preferred; other industry-related certifications (CPT, CSCS, etc) acknowledged
- Current CPR/AED/First Aid certification required

RESPONSIBILITIES:

- Assesses health status of members, ranging from apparently healthy to high risk, to provide exercise and other wellness-related counsel/recommendations unique to each individual
- Coordinates Group Fitness program (at the discretion of the Manager) which includes hiring/firing instructors, establishing class fees and formats, communicating program options to members, collecting/managing program fees, and evaluating the program on an ongoing basis
- Assist in the development, implementation, and evaluation of NIFS and client-led programs and services; creates supporting educational and program-specific print materials
- Teaches group exercise classes onsite
- Maintains departmental Quality Assurance standards; may coordinate the Quality Assurance program at the discretion of the Manager
- Conducts orientations according to the facility layout, membership policies/procedures, and Quality Assurance guidelines
- Establishes an ongoing positive and professional rapport with members
- Supports special events (e.g., races, charity walks) during business and non-business hours as needed
- Cross-trains to learn some responsibilities of other full time staff onsite
- Partners with other staff to help clean equipment and other areas of the facility as needed

STATUS: OPEN

FOR MORE INFORMATION ON THIS POSITION: Email resume with cover letter to Roxanne Musselman at Roxanne.musselman@anthem.com.