

# *Position Announcement*

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**TITLE OF POSITION:** Wellness Center Manager

**LOCATION OF POSITION:** Richmond, VA

**DATE POSITION ANNOUNCED:** December 14, 2009

**SUMMARY OF POSITION:** The Manager supervises and coordinates all activities of the fitness center including initiating and implementing programming, setting customer service standards, managing Quality Assurance program guidelines, working with members, developing or maintaining a group fitness program and other duties as assigned. The Manager reports to the Assistant Director.

**REQUIREMENTS:**

- Bachelors degree in a health-related field, Master's degree preferred
- Current CPR/AED and First Aid Certification, American College of Sports Medicine Certified Health Fitness Specialist<sup>SM</sup> or other National certification preferred
- Three to five years of increasingly challenging experience in the field preferred
- 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

**RESPONSIBILITIES:**

- Facilitates the development of facility programs, initiatives, goals and objectives
- Maintains a positive, service-oriented relationship with client contact; establishes an ongoing positive and professional rapport with members
- Creates budget and monitors expenses against determined budget
- Demonstrates consistent attention to detail and organizational skill, manages competing demands
- Coordinates and oversees all aspects of Fitness Center membership
- Assesses health status of members
- Oversees implementation of Quality Assurance program
- Supervises Group Fitness Instructors and group exercise program
- Teaches group exercise classes onsite
- Supervises the preventive maintenance and repair of exercise equipment; ensures facility cleanliness
- Speaks effectively before groups of customers or employees of client organization
- Writes clearly and informatively, varies writing style to meet audience needs
- Performs other duties as assigned

**STATUS:** OPEN

**FOR MORE INFORMATION ON THIS POSITION:** Email resume with cover letter to Roxanne Musselman at [Roxanne.musselman@anthem.com](mailto:Roxanne.musselman@anthem.com).