

Position Announcement

TITLE OF POSITION: Group Fitness and Program Coordinator

LOCATION OF POSITION: Indianapolis, IN

DATE POSITION ANNOUNCED: February 28, 2020

SUMMARY OF POSITION: The National Institute for Fitness and Sport (NIFS) is seeking an outgoing and enthusiastic individual to oversee the day to day operations of our fitness center's group fitness programming as well as some community classes. This person will also coordinate all facets of member and community programming for the NIFS Fitness Center and serve as needed as a fitness instructor in the NIFS Fitness Center. The overall purpose of our classes and programs is to create a positive experience that leads to higher member acquisition, enthusiastic members, and greater retention. Programs and classes should be selected for engagement with offerings that are exciting, fresh and publicly visible and should be implemented using knowledge of exercise motivation tools, behavior change models and to challenge people to achieve exercise adherence. This position is an integral part of our management team and reports to the Fitness Center Manager. The salary is contingent on education, experience, and certifications.

REQUIREMENTS:

- Bachelor's degree in physical education, exercise science, kinesiology, health education, or related field from an accredited college or university.
- At least two years of experience in group fitness instruction and program management.
- Experience in teaching multiple group fitness formats such as Barre, Boot Camp, BOSU, Circuit, Cycling, HIIT, Kickboxing, Les Mills™, Low Impact, Mat Pilates, Senior Classes, Step, Strength, TRX, Yoga, and/or Zumba/Dance.
- Current group exercise certification from a nationally recognized entity such as the American Council on Exercise (ACE), American College of Sports Medicine (ACSM), National Exercise Trainers Association (NETA), Aerobics and Fitness Association of America (AFAA), Interactive Fitness Trainers of America (IFTA), or Les Mills™.
- Organizational skills and strong attention to detail.
- Superior client relations and communication skills.
- Must have practical fitness skills.
- Current CPR and AED course completion card.
- Tech savvy, proficient in MS Office
- Ability to work weekends, early morning and evening hours.

RESPONSIBILITIES:

- Recruit, audition, interview, assess, mentor, motivate, and schedule group fitness class instructors and prepare them for certification as needed.
- Plan and organize programs and activities such as such as our Mini-Marathon Training Program, Go Girl Training Program and Slim It to Win It as well as carry out important operational duties.
- Work with community clients to establish class formats and schedules, securing instructors, establishing, implementing, and maintaining instructor policies.
- Provide daily supervision and administration of group fitness for community clients.
- Establish and maintain a service-oriented relationship with community client contacts.
- The ability to serve as a fitness instructor by demonstrating safe exercise form and procedures on all types of equipment, conducting personal fitness evaluations, prescribing exercise programs and answering questions regarding fitness and training.

- Work closely with the Communications Director to understand and support the marketing strategy including social media, content, and engagement.
- Conduct performance evaluations/class audits of instructors on a regular basis.
- Ensure instructors educate class participants on correct form and provide a variety of challenging and entertaining group fitness classes.
- Track and evaluate class participation and provide management with monthly performance reports.
- Create program budgets, summaries and surveys to show member and community impact, feedback and financial outcomes.
- Develop, update, maintain and implement an exciting, well-rounded group fitness class schedule.
- Ensure coverage of all group fitness classes and programs and be able to step in when necessary.
- Effectively and creatively promote classes and programs to staff, members, and the community.
- Support and facilitate continuing education by making staff aware of opportunities, as well as promoting certifications and specialty certifications to help instructors grow and develop.
- Regularly interact with coworkers and members to obtain, assess, and address information on needs, expectations and levels of satisfaction.
- Remain current on group exercise and programming trends.
- Respond to member requests, suggestions and concerns in a positive and timely manner.
- Oversee the maintenance of group fitness equipment and inventory of supplies and communicate any needs to the Fitness Center Manager.
- Other projects and duties as needed or assigned.

STATUS: OPEN

FOR MORE INFORMATION ON THIS POSITION: Contact Melanie Roberts at (317) 274-3432 ext. 217 or mroberts@nifs.org.

Email resume and cover letter to:

Melanie Roberts, Fitness Center Director

mroberts@nifs.org
