

# *Position Announcement*

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**TITLE OF POSITION:** Group Fitness and Program Coordinator

**LOCATION OF POSITION:** Indianapolis, IN

**DATE POSITION ANNOUNCED:** February 25, 2019

**SUMMARY OF POSITION:** The National Institute for Fitness and Sport (NIFS) is looking for an outgoing and enthusiastic individual to oversee the day to day operations of our fitness center's group fitness program as well as coordinate all facets of member and community programming at 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. Programs 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.

## **REQUIREMENTS:**

- Bachelor's degree or working toward one in physical education, exercise physiology, kinesiology, health education, or related field from an accredited college or university.
- Experience in teaching multiple group fitness formats such as Barre, Boot Camp, BOSU, Circuit, Cycling, HIIT, Kickboxing, Les Mills™, Low Impact, Mat Pilates, Step, Strength, TRX, Yoga, 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™.
- At least two years of experience in group fitness instruction and program management
- Strong attention to detail and organizational skills
- Superior client relations and communication skills
- Must have practical fitness skills
- Current CPR and AED course completion card (may be acquired after employment)
- Proficiency in Microsoft Office
- Ability to work weekend and evening hours

## **RESPONSIBILITIES:**

- Recruit, audition, interview, assess, mentor, motivate, and schedule group fitness class instructors and prepare them for certification as needed.
- 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 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 upcoming local events and encouraging groups of staff to participate in these events, as well as promoting certifications and specialty certifications to help grow and develop.
- Regularly interact with coworkers and members to obtain, assess, and address information on needs, expectations, and levels of satisfaction.
- Remain up to date 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 by the Fitness Center Manager

**STATUS: OPEN**

**FOR MORE INFORMATION ON THIS POSITION:**

**Email resume and cover letter to:**

Tony Maloney, Fitness Center Manager  
[tmaloney@nifs.org](mailto:tmaloney@nifs.org)

OR

**Mail resume and cover letter to:**

NIFS  
Attn: Tony Maloney, Fitness Center Manager  
250 University Blvd.  
Indianapolis, IN 46202  
(317) 274-3432 ext. 260