JOB TITLE AND JOB DESCRIPTION

Job Title: Personal Training Manager

Job Description:

It is the responsibility of the Personal Training Manager to supervise all personal training staff, programs, and activities. This individual should have a degree in Exercise Science field and or be a certified Personal Trainer by an organization nationally recognized within the fitness industry. Responsibilities include generating monthly budget goals from personal training sales, recruitment of new clients, and assignment of each to trainers matching their profiles. The position also requires development and supervision of revenue generating specialty programs including, but not limited to small group training and weight management.

Duties:

- Meet monthly training goal – generate revenue in daily sales and promotions. Create energy and fun for members regarding goals – “Are you getting the results you want?”

- Enhance current profit centers; market new trends and products.

- Assist floor/trainer staff with goal achievement; attain individual goal.

- Promote healthy nutrition and group training – develop incentives to keep staff motivated. Work with managers and directors to create ongoing promotions within budget with daily/weekly/monthly themes.

- Ability to use ASF Software system to monitor Personal Trainers schedules, daily entry of new Prospects/follow-ups, entering client paid sessions, and training staff on use of system.

- Knowledge of nutrition and the ability to instruct others and supervise computer-generated diet profiles for members a plus.

- Train and supervise all personal trainer fitness professionals. Complete daily action plans and review them daily with staff.

• Maintain physical site and walk through 3 to 4 times per shift. Complete personalization calls daily. Familiarize yourself with new names/faces.

• Must be flexible – hours are subject to change in accordance with job, company, and manager discretion.

• Assist in supervision of member tracking, retention, Birthday Cards, and miss you cards.

• Work with Director of Group Exercise to conduct weekly/monthly seminars on health and fitness.

• Ability to teach and instruct as requested.

• Uniform required; must be friendly and approachable.

• Attend Body Tech Fitness trainings/meetings as requested.

• Must understand how to handle customer complaints and incidents; must document appropriately in writing.

**Job Requirements/Compensation:**


**Hours:**

20-40 hr. per week.

**Responsible to:** Fitness Director April James 609-397-6900 ext 12 or send resume to bodytechapril@gmail.com