

# JOB DESCRIPTION

Aberdeen Family YMCA  
5 South State Street  
Aberdeen, South Dakota 57401



## Position: Rails Fitness Director

**Supervisor:** Senior Director of Programming  
**Position Type:** Full-time

**Updated Date:** September 2023  
**Position Status:** Exempt

### GENERAL DESCRIPTION:

The Rails Fitness Director is responsible for the organization, operations, supervision and delivery of the Rails Fitness to the membership and community. Provide expertise to members and/or program participants to enhance their workout routine and encourage them to reach their individual goals. Provide supervision and development of Rails Fitness staff. To promote a positive culture for life wellness and fitness, and provide educational opportunities for members that fulfills the YMCA's mission, goals and objectives.

**ESSENTIAL FUNCTIONS:** *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours; early mornings, days, evenings and weekends.
- Directs and oversees all operations related to Rails Fitness.
- Demonstrates fiscal responsibility by developing and managing budget to achieve revenue targets and expense controls.
- Responsible for handling department financial transactions and following organization purchasing policies and procedures.
- Purchases equipment, parts and supplies as required.
- Recruit, hire, train, develop, supervise and evaluate Rails Fitness staff.
- Ability to demonstrate effective management of staff- to address, accurately document and appropriately resolve difficult situations in a timely and professional manner.
- Coordinates department staff schedules and assist in coverage of shifts as needed.
- Compile, approve and submit staff time sheets per each pay period.
- Ensure all staff has current YMCA and/or professional certifications that meet industry standards for Rails Fitness and programs as needed.
- Assist in the development and review of policies, procedures, and training manuals.
- Effectively manage membership software and ensure proper handling of client information.
- Monitors daily operations to adhere to all YMCA health and safety standards and policies.
- Enforce policies and rules.
- Ensure that the facility and its equipment are safe, clean and in proper working order.
- Anticipate potential risks of injury, taking measure to remove them and, in the event of an injury, have the ability to implement facility emergency procedures.
- Coordinate and schedule equipment maintenance and repairs in cooperation with YMCA Facilities Manager.
- Maintain inventory of assigned products, materials and equipment.
- Develop specific marketing goals and objectives and implement market plan and promotions, working cooperatively with YMCA staff.
- Model professionalism and relationship building skills in all interactions with staff, members, guests, volunteers and the community. Builds effective working relationships.

- Keeping abreast of trends and issues in the industry.
- Understanding of nutrition and how it relates to wellness and fitness.
- Effectively and properly motivate participants to achieve their maximum potential in all areas of performance.
- Performs duties of Rails Fitness coach & Rails Fitness administration.
- Oversee Rails Fitness staff and on-boarding of Rails Fitness members.
- This position may on-board; however, the hours and rate of pay fall within normal 40 hours/week and pay. No additional compensation is provided to this position for on-boarding or private training/teaching.
- Manage and supervise student interns as approved by Sr. Director of Programming.
- Collaborate with YMCA departments in executing our "new member" process, member engagement and retention.
- Represent the YMCA in any community health initiatives and partnership that aim to strengthen communities.
- Execute community outreach in collaboration with membership services, wellness center and group fitness.
- Be an active and contributing YMCA management team player.
- A willingness to commit to the mission of the YMCA.
- Working with all staff promoting YMCA membership, programs and services.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- Responds to all member and community inquires and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings.
- Involved in the marketing and distribution of program information.
- Positively communicate information on all YMCA programs.
- Assist with special events as assigned.
- Actively participates in YMCA events.
- Work Manager on Duty (MOD) shifts as assigned.
- Complete other duties as assigned.

**JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:**

- Bachelor's degree in Exercise Science, Health Science, Kinesiology, Human Performance & Fitness, or related field.
- Acquire additional Fitness Industry Certifications as needed or requested
- Certified Personal Trainer Certification (ACE, ACSM, ISSA, NASM, NSCA) Preferred
- CPR-PR (CPR for the Professional Rescuer) Certification
- First Aid Certification
- 1 year experience in fitness coaching
- 1 year experience in the health and fitness field
- 1 year experience in fitness industry administration preferred
- Experience in strength training principles and general wellness enhancement
- Leadership experience in the areas of staff supervision and development, program planning and initiative, and budget management
- Experience in working with youth and adults from beginner to advanced levels of fitness.
- Experience in human relations with the ability to relate to staff, members, guests, volunteers and community members
- Working knowledge of computer systems and programs

**ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS:** *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Must be physically fit and have the endurance to work with clients in a fitness environment.
- Frequently required to sit, stand, walk, and run.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Frequently required to lift and/or move up to 60 pounds.
- Frequently required to bend, twist or climb.
- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.
- Frequently have a varied or irregular work schedule.

**COMPETENCIES:** *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Adaptability, Analytical Skills, Attention to Detail, Collaboration, Cooperation, Customer Service, Delegation, Dependability, Initiative, Judgment, Leadership, Management Skills, Mission Advancement, Motivation, Operational Effectiveness, Oral and Written Communication, Personal Growth, Planning and Organization, Problem Solving, Professionalism, Quality Management, Safety and Security, Self-Control, Stress Tolerance, Teamwork.**

#### **WORK ENVIRONMENT:**

The noise level in the work environment is usually moderate to loud.

The noise level is occasionally higher when working with equipment and some tools.

Wet or humid conditions.

Work near moving mechanical parts.

Work in high, precarious places.

Outdoor weather conditions.