



BERKSHIRE SOUTH

REGIONAL COMMUNITY CENTER

15 Crissey Road, Great Barrington, MA 01230

POSITION OPENING

Posting Date: 03/28/17

Availability: Immediately

Classification: Full Time, Exempt

DIRECTOR OF WELLNESS & RECREATION

Job Overview: The Director of Wellness and Recreation will ensure the highest quality programming and services related to physical and overall wellness for all human development areas served by the Center. He/She is responsible for the coordination of and management of the operations and programs related to our health and wellness scope, as well as the outcomes of these initiatives. He/She will manage health and wellness teaching and service team to include but not limited to: scheduling, professional development, outcome and data management systems, quality assurance systems, evaluations and staff meetings.

Experience and Qualifications: Bachelor's degree with at least five years of related experience, with demonstrated success in the field. Must have at least two years of experience in management & administration.

Primary Attributes: Team Player

- Strong work ethic/reliable
- Customer service experience/able to handle & solve problems
- Trustworthy
- Maintain a professional appearance.

Essential Functions of the Job:

- Knowledge of all relevant fitness exercise equipment
- Basic knowledge of human anatomy.
- Excellent interpersonal skills
- Willingness to improve and extend one's knowledge of physical fitness.
- Maintains an upbeat and helpful demeanor to all members.
- CPR & First Aid Certifications
- Professional & member-centric approach to assisting members and patrons
- Illustrate a team working attitude
- Organizing and coordinating schedules
- Analyzing and interpreting data
- Problem solving
- Supervision and management of staff
- Communicating with the public
- Creating written communication
- Properly completing outlined administrative procedures
- Working with telephone, computer, copier and mechanical tools.
- Troubleshooting and handling of fitness tools and machinery.

The Director of Wellness and Recreation is responsible for the following functions:

Programmatic:

- Develop and coordinate comprehensive fitness, wellness and recreation program scope for Center that ensures offerings are relevant to community & membership need, interest and industry trends.
- Design and implement adult group fitness class structure as well as overall scope to include but not be limited to: workshops, courses, group experiences, NOAH, etc.
- Develop and manage fitness programs for all human development areas, ensuring all human development areas are being appropriately served with regard to fitness and wellness programs.
- Ensure comprehensive outcomes systems and collection of relevant data and supportive documentation to ensure goals are being set and measured throughout all functions of the department.
- In partnership with program team, assist with planning and delivery of multifaceted community-based programs.
- Provide expertise, insight, and resources in the development implementation of the Teen Outreach Nutrition Exercise program, working cooperatively with the Youth Development Manager as requested.

Operational:

- Ensure Fitzpatrick Fitness Center and Beinecke Gymnasium are appropriately and proactively serving the needs of its users through the lens of the Center's mission and in support of budgetary goals while giving careful consideration to safety, quality, equipment operation, cleanliness, liability, staffing and overall satisfaction.
- Develop and coordinate all personal training services and offerings for the Center to include outreach, promotional packaging, corporate offerings, etc.
- Implement and manage fully secure systems as it relates to Personal Training scheduling, eligibility, payment/fees, and accountability.
- Recruit, hire, manage, and evaluate all fitness and wellness associates, personal trainers, Great Barrington summer park staff and instruction staff.
- Ensure staff training and maintain certifications for CPR, First Aid, fitness training and staff safety training.
- Maintain efficient staffing and schedule for coverage of fitness center, skate park and Housatonic Village Playground and if necessary fill in for staff where needed.
- Ensure we are meeting State and Federal guidelines and Berkshire South's own minimum standards related to safe fitness and parks operation.
- Regularly schedule departmental staff meetings inclusive of staff conditioning and training for Fitness staff to ensure staff is informed, connected and valued on the matters regarding the Center and their department.
- Ensure proper emergency and first aid procedures are in place and trained to all relative staff.
- Serve on the Safety Committee.
- Address and report any maintenance or safety concerns to the Facilities & Grounds Manager while working in cooperation together to resolve issues as needed.
- Implement and maintain equipment maintenance agreements, preventative maintenance schedules, and make recommendations for operating and capital improvements.
- Ensure that all fitness room equipment is in safe working order and safety checks are being documented and performed on a regular schedule.
- Coordinate custodial care regimen for fitness areas with fitness and maintenance teams.

Administration:

- Maintain and revise Fitness and Wellness Department policies & procedures and operations and safety manuals regularly
- Coordinate program development and delivery including but not limited to contacting instructors, speakers, presenters, and community partners, coordinating materials and supplies, and assisting with program implementation.
- Engage in program research for other examples and models for variety of fitness and wellness programs serving the entire human development scope
- Explore new program ideas to assess feasibility.
- Coordinate flow of marketing needs with Marketing Manager to ensure timely delivery.
- Maintain effective communication and outreach about programs through departmental communication tools such as signage in fitness center, bulletin boards, etc.

Financial

- Develop, maintain, and revise annual department budget within Fitness and Wellness Department and Parks Management along with the Director of Programs and Director of Business Administration.
- Administer expenditure requests and supply & equipment ordering for department based on budgetary guidelines along with the guidance of the business office.
- Overall management of income and expenses

Administrative Staff Responsibilities

- Complete all necessary paperwork for above responsibilities
- Enforce all Berkshire South, rules, regulations, policies, and guidelines
- Generate revenue according to predetermined yearly goals.
- Assist in development of new policies, rules, strategic planning
- Communicate appropriate information to staff
- Write and review reports as needed.
- Participate in administrative staff on-call responsibilities
- Be prepared to take on additional responsibilities as determined by the Director of Programs and Executive Director

Performance Assessment:

The Director of Programs will conduct a performance assessment after three months and yearly thereafter.

To Apply:

Please send cover letter with salary requirements and resume to HR@berkshiresouth.org. Applications will be reviewed as received. Candidates selected for interview will be requested to provide references. Position open until filled.

BSRCC is an equal opportunity employer. All employees of Berkshire South receive membership benefits and discounted programs.