

Job Title: Executive Director Fitness & Aquatic Center

Objective: To implement the operational and strategic plans of the Fitness & Aquatic Center.

Job Summary and Scope: This position is integral in advising, generating input and implementing operational plans adopted by the Board of Directors to achieve the goals of the Fitness & Aquatic Center. Also integral is the input, vision and collaboration to develop and implement strategic plans and goals as well as all Fitness & Aquatic Center programming.

Key duties and tasks:

- Managing memberships to promote growth in all areas, including general memberships, silver group memberships, and corporate memberships.
- Personnel Management -- supervise program directors, membership services, administrative, custodial, facility and marketing. Communicate with staff to assure operational and strategic plans are achieved and work to develop new opportunities
- Build relationships both internally and externally to enhance mission/vision/and operational goals.
- Be the "Spokesperson" for the fitness & aquatic center
- Attain fiscal goals. Review financial and operation outcomes with CEO/Board
- Collaborate with the CEO/Board to analyze operational issues and goals
- Manage all facets of Fitness & Aquatic Center operations
- Other duties as assigned

The position of Executive Director:

- Is a management level position
- Reports to the CEO with co-representation with CEO to Board of Directors
- Is a full time position with benefits
- Is an "at will" position

Desired qualifications:

- Degree in Sports/Recreation Management or Business Administration
- Minimum of three years' experience in management.
- Excellent communication skills and exceptional customer service skills
- Strong financial aptitude
- Attention to detail and follow through
- Skill in organizing resources, establishing priorities and ability to handle multiple tasks
- Ability to make administrative/procedural decisions and judgments

Salary range:

- Dependent on qualifications