



Position: Director of Fitness and Wellness

The Country Club of Birmingham is a prestigious, 1,700 member-owned, full service country club located in Birmingham, Alabama. The club was established in 1898 and possesses a long tradition as one of the finest private clubs in the southeast. The Club's Fitness facilities include state of the art cardio equipment, free and select rise weight equipment, stretch and exercise area and a multi-use group exercise classroom. In 2018, the Fitness Center at CCB had more than 70,000 member visits placing it as the most active club department.

The Search Committee and Board of Directors are seeking an individual who is a dynamic, high-energy, certified professional with strong public relations skills. This individual will be expected to provide personal and small group training sessions, organize all fitness and group exercise classes and wellness events, manage the fitness facility and be a leader for all fitness personnel, market the fitness facilities to the membership, and enthusiastically promote fitness throughout the Club.

Benefits include a 401k-retirement plan, hospitalization and dental insurance, and annual vacation. Salary compensation is considered excellent and when combined with training income provides for an exceptional overall package.

Resumes will be accepted until February 1, 2019 and can be forwarded to Jeffrey W. Orkus, CCM, General Manager in one of the following ways:

- 1) Email to Jorkus@ccbham.com
- 2) Mailed to: Country Club of Birmingham
Jeffrey W. Orkus, CCM
Post Office Box 130280
Birmingham, Alabama 35213

Reports to: General Manager / COO

Supervises: Fitness Assistant Director, Desk Staff, Personal Trainers, Group Class Instructors and Massage Therapists

Classification:

Education and/or Experience

- Minimum of a Bachelor's degrees with an emphasis on Physical Education, Recreation, and or Business or any other combination of education, training or experience that provides the required knowledge, skills and abilities.
- Minimum three years of private club experience as spa and/or health and fitness manager.
- Knowledge of and ability to perform required role in emergency situations.

Job Knowledge, Core Competencies and Expectations

- Proficient in large fitness / wellness operation including budgeting, planning and governance.
- Comprehensive knowledge of fitness and wellness facility operations.
- Dynamic communicator and leader with a focus on growth.
- Adept and focused on current and future fitness / wellness trends.

Job Summary (Essential Functions)

Manage all club fitness and wellness facilities and personnel. Promote an exceptional club member experience and provide creative services and programs for all members.

Job Tasks/Duties

- Responsible for fitness testing and health screening to properly assess the health status of members.
- Initiates club - wide presentations about fitness, wellness and health-related topics.
- Accounts for member charges, payroll information, maintenance and engineering work.
- Selects, trains, supervises, schedules and evaluates staff in the fitness and wellness department.
- Oversees the retail sales operation of the Athletic Department.
- Coordinates the purchase of departmental supplies and merchandise for resale.
- Oversees facilities and equipment to ensure safety, cleanliness and good working order.
- Ensures that all applicable daily reports are completed correctly and approves / reviews outgoing communications when necessary.
- Contributes articles for club's newsletter, website and promotional / educational videos.
- Assists departmental management staff in implementing club policies, goals, operating procedures and standards.
- Oversees all operational policies, procedures, controls and fee structures to ensure the safekeeping of assets, inventory and resources.
- Attends management meetings; conducts regularly fitness and wellness staff meetings with team.
- Plans all programs according to monthly and yearly calendar.
- Pursues continuous development and education for himself or herself and for subordinates to enhance image, quality and offerings of the department.
- Prepares and monitors operating and capital budgets; takes corrective action as necessary to help assure that budget goals are attained.
- Completes appropriate assignments made by the General Manager / COO.

Licenses and Special Requirements

- Proficiency in Microsoft Office, strong communication, organizational, motivational and supervisory skills. Experience in staffing and programming preferred. Certifications in personal training (A.C.S.M., N.S.C.A., N.A.S.M., A.C.E.) required. Membership in or certification from the National Association of Club Athletic Directors (NACAD).

