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# Example of Fitness Center Manager Job Description

Our company is searching for experienced candidates for the position of fitness center manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for fitness center manager

* Assure that appropriate staff (student fitness specialists, contracted fitness instructors, student employees) receive required training and certifications
* Hire, schedule, train and supervise student interns in exercise testing, fitness programming, education and leadership
* Utilize ACSM/NIRSA guidelines for participant safety and maintain industry standards in the management of the Campus Center Fitness Center
* Coordinate, design, implement and evaluate health promotion and educational fitness programs (newsletters, guest lectures, workshops, bulletin boards)
* Attend meetings, conferences, and workshops as required to maintain certifications
* Keep abreast of current developments in the health, fitness and wellness field
* Enable individuals with qualified disabilities to perform the essential functions
* Attends all meetings as scheduled, representing the best interests of the fitness centers and the
* Attends statewide and national fitness association meetings, as budget allows, in order to stay
* Current in the fitness industry

## Qualifications for fitness center manager

* Authorizes purchases of department supplies within budget constraints
* Completes necessary human resources forms to open positions, hire and terminate employees
* Completes projects assigned in a timely manner
* Conducts interviews and hires fitness staff as necessary
* Conducts three month and annual job evaluations for the fitness staff
* Counsels employees regarding conflicts with members or co-workers