



HEALTH & FITNESS CENTER DIRECTOR

ABOUT PENINSULA HEALTH CARE DISTRICT

Peninsula Health Care District (PHCD) is a political subdivision of the State of California, and a California Special District serving the healthcare needs of more than 200,000 mid-Peninsula residents. Founded in 1947, PHCD serves the communities of San Bruno, Millbrae, Burlingame, Hillsborough, San Mateo, and Foster City by supporting the unique health and wellness priorities of our Peninsula communities, and safeguarding access to health services, today and in the future. PHCD fulfills its commitment to the community through oversight of District assets and infrastructure, planning for future health care needs, and investing taxpayer dollars in local health-focused organizations and programs. For more information:

<https://peninsulahealthcaredistrict.org>

THE POSITION

The PHCD Fitness Director will be accountable for developing, implementing and monitoring the safe and efficient operations and programs of the PHCD Health & Fitness Center at 1875 Trousdale (Center). The Director will serve as primary point of contact for all program members, instructors and vendors, and will coordinate with PHCD's Business Manager on all facility, IT and website issues and report to the Chief Executive Officer.

JOB DUTIES

- Develop, implement and ensure compliance to policies and procedures consistent with the County Department of Health and CDC guidelines to ensure member and staff safety.
- Attract and retain members.
- Recruit, hire, train and supervise Center staff, instructors, coaches, and independent contractors.
- Create and maintain monthly staffing schedule, filling the gaps when needed.
- In collaboration with CFO, develop, implement and monitor annual Center budget.
- Create monthly class schedule and descriptions.
- Teach specialty and evidence-based classes.
- Consult on development of marketing, social media and website content.



- Monitor and promptly initiate corrective actions to address environmental and equipment repair needs.
- Participate in PHCD Board, Committee and team meetings as requested.
- Identify and participate in community activities to promote the Center and its health benefits for PHCD constituents.
- Work in accordance with established safety guidelines with emphasis on the use of proper body mechanics, proper use of PPE and overall safe work practices.
- Management of Optum and American Specialty Health insurance programs.
- Organize educational speakers for members on a regular basis and provide educational resources to members on various topics in resource library.
- Maintain Automated External Defibrillator monthly.
- Research and lead efforts to become a Medical Certified Facility.

CUSTOMER SERVICE

- Conduct periodic member satisfaction surveys to solicit feedback to inform expansion, revision and/or improvements of Center programs.
- Respond promptly to member requests.
- Ensure member concerns are appropriately resolved and Supervisor is notified as warranted.
- Maintains a professional image to the public and Center members.
- Accessibility to staff during operating hours in the event of any emergencies, questions, etc.

INTERPERSONAL RELATIONSHIPS

- Consistently model a service attitude towards others, take ownership in solving problems and take the initiative to improve situations.
- Work as a team player within the Center and with PHCD colleagues.
- Ensure timely, meaningful communications with Center members and PHCD teammates.
- Consistently present a professional, responsible demeanor to all Center members, PHCD teammates, business associates and public members.

APTITUDE

- Ability to self-promote and network via social networking mediums.



- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to operate fitness equipment, Mindbody membership system and basic office equipment and software such as PC, copier, Microsoft Word, Outlook, etc.
- Ability to be flexible and willing to take on other duties that may arise and are consistent with the qualifications and aptitude for this position.
- Ability to lift and/or move up to 30 pounds.

QUALIFICATIONS

- 4-year college degree in exercise science or fitness-related field highly preferred. May accept experience in related field in lieu of degree.
- CPR/First Aid & National Group Fitness Certification preferred (ACE, IDEA, etc.)
- Must be eager to learn and continue professional development and education
- Strong communication skills.
- Understand principles of physical fitness and proper exercise techniques.

PREFERRED QUALIFICATIONS

- 2 years of management experience in the fitness arena.
- 5 years of experience working directly with older adults.
- Well-versed in basic anatomy, kinesiology, exercise modification for all populations and ACSM Guidelines for frequency, intensity, duration and mode.
- Bilingual

EQUAL EMPLOYMENT OPPORTUNITY AND INCLUSION

Peninsula Health Care District has a deep commitment to diversity, equity, inclusion, and equal opportunity. We are committed to building a team that is representative of our community. PHCD is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, political affiliation, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws. PHCD is committed to the full inclusion of all qualified individuals. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process and to perform essential job



functions, of employment, please contact careers@peninsulahealthcaredistrict.org . Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format and/or using specialized equipment.

COMPENSATION & BENEFITS

This is a full-time, non-exempt position (40hrs/week). Yearly compensation range of: Minimum- \$95K - \$110K/yr. In addition, Peninsula Health Care District benefits include: CalPers Pension, CalPers Health, Delta Dental Plan, VSP Vision Plan and Life Insurance as well as 10 paid holidays during the year. Accrued PTO- (eligible for up to 13 days in the first year of employment).

HOW TO APPLY

All applications are held in strict confidence. Please email a thoughtful cover letter and resume outlining your interest and qualifications to careers@peninsulahealthcaredistrict.org with "PHCD Health & Fitness Center Director" in the subject line. Application materials submitted without a cover letter will not be considered. No exceptions. Advanced candidates will be required to submit references and a written sample. Position is Open until filled.