



MINTURN FITNESS CENTER

Manager

Job Description

Position open until filled.

Job Title: Manager

Location: Minturn, Colorado (Maloit Park)

Job Type: Full Time

Summary:

Provide an exceptional level of service to the Minturn Fitness Center (MFC) membership by performing all job responsibilities to the highest professional standard while exhibiting exemplary ethical and moral values along with a strong work ethic.

This person will help lead the management of the MFC's daily operations, in conjunction with Ski & Snowboard Club Vail (SSCV) Operations management. This person will work in coordination with SSCV staff in the departments of finance, human performance, athletics, operations and administration.

This person will also work closely with the Town of Minturn to ensure that the needs of the general (public) membership are being met.

Ideally, this candidate will provide to the membership and staff the highest level of customer service and support through email, phone and in-person communication. A fitness or health & wellness background is preferred but not required. This candidate should be an independent worker and someone who can bring creative and innovative solutions to the table. Must be a self-starter who is not afraid to ask questions, solve problems and maintain a positive attitude.

Responsibilities:

The following is a list of the major responsibilities of the MFC Manager:

- Oversee all operational aspects of the Minturn Fitness Center to include but not limited to:
 - Gym hours of operations including opening and closing as needed
 - MindBody membership software administration
 - Weekly membership and sales reports to Directors
 - Coordination and scheduling of fitness trainers and classes
 - Customer service - this position is the primary contact for all MFC operations
 - All equipment cleaning
 - All facility cleaning

- Light maintenance
- Light winter shoveling
- Other duties as assigned
- Finance
 - Payroll
 - Accounts receivable/payable
 - Facilitate budget forecasts
- Marketing
 - Social media skills to include Facebook and Instagram platform experience
 - Website auditing and updates (Wordpress experience preferred but not required)
 - Create flyers and/or promotional brochures
 - Create monthly MFC newsletter
 - Google SEO

Mandatory Knowledge and Skills:

- Microsoft Office
- Social Media platforms including Facebook and Instagram
- Exceptional organizational skills
- Superior work ethic and positive attitude
- Professional manner including trustworthiness, discretion, confidentiality and a positive demeanor
- Reliable and willing to adapt to a changing environment
- Ability to focus in a busy work setting
- Ability to prioritize and meet deadlines
- Detailed oriented, a passion for accuracy and follow through with tasks
- Attentive to the needs of the membership and timely in communications
- Adhere to policies and uphold membership to the policies and procedures as set forth by the MFC Board of Directors and SSCV.

Other Desirable Skills/ Qualifications:

- MindBody platform
- Familiarity with keyfob systems
- Flexible availability
- Previous experience in fitness or health & wellness
- Exceptional level of patience while working with the general public and student athletes
- Knowledge of resort town economics

Benefits:

- \$25.00/Hr
- Gym membership at Minturn Fitness Center
- Opportunity for performance incentives by meeting targeted goals identified by the manager and SSCV management