



**STRONG AT EVERY LEVEL.**

## **LEVEL RED BOXING, LLC: CLUB DIRECTOR**

### **WHAT WE NEED:**

Level Red Boxing NEEDS a leader that is fun, motivating, and passionate to join our team to take Level Red Boxing in your city to the next level!

### **WHAT WE ARE:**

- o High energy group fitness boxing classes
- o A rapidly growing fitness club
- o Goal oriented business for both the members and staff

### **WHAT WE HAVE:**

- o Flexible Schedules
- o Negotiable benefits
- o Fitness Casual Dress Code
- o FREE memberships
- o Energetic and positive work environment

### **WHAT YOU'LL DO:**

- Daily interactions with facility staff
- Manage and maintain facility operations
- Ensure the facility equipment, audio/visual/sound, fire/security and HVAC is maintained and operating at all times
- Perform regular walk throughs of the facility to ensure facility meets expectations
- Manage and order retail, concessions, supplies, and equipment
- Inventory control (security, receiving, and reconciling)
- Maintaining the profit margin on retail sales
- Manage club revenue, including cash handling, deposit reconciliation and delivery of deposits to bank
- Approve/resolve any invoices/billing
- Manage all client memberships and billing
- Develop and maintain all social media administration
- Provide and maintain the highest level of customer service through personal interactions and development of facility staff
- Achieve customer satisfaction standards by maximizing the members experience
- Provide effective decision making regarding customer service issues while staying true to company policies
- Meet sales/retention goals
- Ensure all sales systems are becoming fulfilled

- Plan and promote monthly promotions along with facility staff contests that go along with current promotions
- Monitor and evaluate responsibilities designated to facility staff
- Ensure staff compliance of the company policies and procedures
- Staffing (recruiting, interviewing, training, and developing)
- Scheduling of facility staff and instructors
- Manage, monitor, and evaluate the performance of all employees
- Responsible for disciplinary actions ensuring proper documentation within legal guidelines
- Communicate with corporate office
- Complete all employee paperwork and documentation
- Facilitate facility staff meetings

### WHAT YOU NEED:

- o Bachelors degree in related field and/ or
- o Minimum of 2 years in a managerial role
- o Preferred; 1 year fitness industry experience
- o Proficient computer knowledge
- o Must maintain a CPR certification

### AAP/EEO STATEMENT:

Level Red Boxing provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by the state, federal, or local law. Further, the company takes affirmative action to ensure that applicants are employed, and employees are treated during employment without regard to any of these characteristics. Discrimination of any type will not be tolerated.

## LEVEL RED BOXING, LLC: SALES ASSOCIATE

### WHAT WE NEED:

Level Red Boxing NEEDS a influencer that is fun, motivating, and passionate to join our team to take Level Red Boxing in your city to the next level!

### WHAT WE ARE:

- o High energy group fitness boxing classes
- o A rapidly growing fitness club
- o Goal oriented business for both the members and staff

### WHAT WE HAVE:

- o Flexible Schedules
- o Negotiable benefits
- o Fitness Casual Dress Code
- o FREE memberships
- o Energetic and positive work environment

## WHAT YOU'LL DO:

- Greets each member promptly and enthusiastically
- Provides quality customer service
- Provides control at the client check in
- Checks members into the facility & has accurate class rosters
- Monitor check-ins and notify general manager of delinquent accounts
- Ensures all prospects/members complete proper paperwork
- Facilitate needed updates to members accounts
- New members tours and sign-ups
- Meet daily/weekly/monthly/yearly sales goals
- Ensures all prospects receive companies beginning to end experience
- Answer phone calls in a courteous manner and ensure the callers request is addressed in a timely manner (Messages are taken and recorded properly, as needed)
- Responds efficiently to members comments, questions, and concerns
- Maintain a neat and organized work area
- Maintain a clean fitness facility and complete cleaning checklist
- Process sales at POS
- Follow opening and closing procedures
- Works when scheduled and adheres to company attendance policies
- Performs additional job duties as directed by general manager
- Perform social media requirements as directed by general manager

## WHAT YOU NEED:

- o High School Diploma or GED
- o Sales experience
- o Preferred; 1 year fitness industry experience
- o Proficient computer knowledge
- o Must maintain a CPR certification

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# LEVEL RED BOXING, LLC: INSTRUCTOR

## WHAT WE NEED:

Level Red Boxing NEEDS a fitness professional that is fun, motivating, and passionate to join our team to take Level Red Boxing in your city to the next level!

## WHAT WE ARE:

- o High energy group fitness boxing classes
- o A rapidly growing fitness club
- o Goal oriented business for both the members and staff

## WHAT WE HAVE:

- o Flexible Schedules
- o Negotiable benefits
- o Fitness Casual Dress Code
- o FREE memberships
- o Energetic and positive work environment

## WHAT YOU'LL DO:

- Instructs scheduled classes (beginning and ending on time)
- Provides designated cardio, boxing, and core and stretching rounds
- Instructs members on correct and effective techniques and demonstrates exercises
- Prepares appropriate equipment, music, and layouts for classes; while keeping them nonpredictable
- Provides new members with tutorials on hand wrapping and punches
- Maintains a positive exercise experience for members
- Keep management informed of customer and facility needs
- Ensures safety standards are met
- Attends all required instructor meetings as directed by general manager

## WHAT YOU NEED:

- o High School Diploma or GED
- o 6 months experience in personal training and/ or group fitness classes
- o Preferred; 1 year fitness industry experience
- o Proficient computer knowledge
- o Must maintain a CPR certification
- o Must complete instructor training with Level Red Boxing, LLC.

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