



Employee:

Position: *Fitness Specialist Level I*

Reports to: Wellness Retention Director

Summary of Job Description:

The Fitness Specialist is responsible for assisting members with the proper use of the fitness equipment and other facilities related to their workout. This position is designed to help acclimate, educate and motivate members during their workout and to encourage participation in other aspects of the facility including fitness programming and social functions. Maintaining a clean, functional, and safe environment within the fitness center is high priority. The ultimate goal is superior member service leading to member satisfaction and member retention.

Job Responsibilities:

1. Assist members with proper form and technique on any/all fitness center equipment.
2. Conduct fitness Orientations for new and existing members as outlined in the FS training manual.
3. Establish and maintain an accurate and current set of records for each member including member fitness goals, orientation data as appropriate, exercise routines, progress reports, etc.
4. Assist Fitness Floor Coordinator with cleanliness and maintenance of equipment within the fitness center.
5. Ensure supply of clean towels and wipes.
6. Attend workshops, meetings and other training workshops as stipulated by Wellness Retention Director.
7. Provide consistent quality information to members regarding any aspect of the facility including events, activities and new programming.
8. Promote wellness programs within the facility that will increase member participation and adherence to a healthier lifestyle.
9. Miscellaneous as determined by WRD.

Compensation

See Fitness Specialist Wage and Compensation Form



Employee:

Position: *Fitness Specialist Level II*

Reports to: Wellness Retention Director

Summary of Job Description:

The Fitness Specialist at level II, like level I, is responsible for assisting members with the proper use of the fitness equipment and other facilities related to their workout. This position is designed to help acclimate, educate and motivate members during their workout and to encourage participation in other aspects of the facility including fitness programming and social functions. Maintaining a clean, functional, and safe environment within the fitness center is high priority. Additional focus will be on assisting with the development and implementation of member education services.

The Level II Fitness Specialist possesses a minimum of one industry certification through ACE, ACSM, NSPA, NSCA, NSMA or other as determined by the WRD. A minimum of 1-3 years experience in the fitness industry is a requirement.

Job Responsibilities:

1. Assist members with proper form and technique on any/all fitness center equipment.
2. Conduct fitness Orientations for new and existing members as outlined in the FS training manual.
3. Establish and maintain an accurate and current set of records for each member including member fitness goals, orientation data as appropriate, exercise routines, progress reports, etc.
4. Conduct member "Fitness Appraisal"
5. Assist with Member Education in-services or mini-trainings.
6. Assist Fitness Floor Coordinator with cleanliness and maintenance of equipment within the fitness center.
7. Ensure supply of clean towels and wipes.
8. Attend workshops, meetings and other training workshops as stipulated by Wellness Retention Director.
9. Provide consistent quality information to members regarding any aspect of the facility including events, activities and new programming.
10. Promote wellness programs within the facility that will increase member participation and adherence to a healthier lifestyle.
11. Miscellaneous as determined by WRD.

Compensation

See Fitness Specialist Wage and Compensation Form



Employee:

Position: *Fitness Specialist Level III*

Reports to: Wellness Retention Director

Summary of Job Description:

The Fitness Specialist Level III possesses a minimum of two industry certifications through ACE, ACSM, NSPA, NSCA, NSMA or other and a degree or superior knowledge and expertise in the fitness/wellness field. A minimum of 3 years experience in the fitness industry is a requirement. The level III Specialist will assist with member education services, assist with staff development, and possess competency to administer both the Fitness Appraisal and the Comprehensive Fitness Assessment to members. The ultimate goal is superior member service through member education and staff development leading to member satisfaction and member retention.

Job Responsibilities:

1. Assist members with proper form and technique on any/all fitness center equipment.
2. Conduct Fitness Appraisal and Comprehensive Fitness Assessments for new and existing members as outlined in the FS training manual.
3. Establish and maintain an accurate and current set of records for each member participating in the Fitness Appraisal and/or Comprehensive Assessment
4. Assist with staff training for the Fitness Appraisal and Comprehensive Assessment
5. Assist with development and implementation of Member Education in-services or mini-trainings
6. Attend workshops, meetings and other training workshops as stipulated by Wellness Retention Director.
7. Provide consistent quality information to members regarding any aspect of the facility including events, activities and new programming.
8. Promote wellness programs within the facility that will increase member participation and adherence to a healthier lifestyle.
9. Miscellaneous as determined by WRD.

Compensation

See Fitness Specialist Wage and Compensation Form

**ARENA CLUB**  
**FITNESS SPECIALIST**  
**WAGE AND COMPENSATION PACKAGE**

**I. NEW HIRE WAGE SCALE:**

- ◆ Level ONE (I)
  - Fitness experience: Less than 1 year
  - No** industry certification      wage: \$8-\$9/hr
- ◆ Level TWO (II)
  - Industry Certification –  
Possess at least one of the listed industry certifications  
(ACE, ACSM, NSPA, NSCA, NSMA)
  - Additional Industry Certifications and/or training
  - Fitness experience: 1-3 years minimum  
wage: \$10-\$12/hr
- ◆ Level THREE(III)  
(Member education and staff development capabilities)
  - Fitness Experience: 3 yr minimum
  - Industry Certifications – possess minimum of 2 industry  
Certifications.
  - Degree and/or superior knowledge and expertise in fitness  
related field  
wage: \$13-\$15/hr

*~ Individual rates within a level will vary based on outstanding performance and/or competency*

*~ Formal evaluations will be given on an annual basis to review and assess performance. Wage increases will not necessarily correspond with said evaluations. Wage increases will be at the discretion of the Wellness Retention Manager based on the criteria established in the performance evaluation.*

**II. CONTINUING EDUCATION SEMINARS/WORKSHOPS:**

- A. Staff meeting/In-services:
  - ◆ Staff will be paid a “staff development wage” to be determined by Club management for attending meetings/in-services
- B. Fitness Departmental Coordinators will receive:
  - 100% of 1 educational seminar per year
  - 50% of 1 Industry Conference Registration fee per year
- C. Fitness Specialists will be reimbursed up to \$100 towards CECs in one calendar year.
- D. Staff working at other health facilities will not receive continuing education benefits unless otherwise determined by Management

*\* Specialty Certifications and continuing education events will be reimbursed at the discretion of Management*