



POSITION DESCRIPTION

Title: Family Life Center Manager	
Reports to: Family Life Center Director	Department: Family Life Center
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt
<p>Position Summary: The Family Life Center (FLC) Manager is responsible for the clean, safe and successful day-to-day facilities, activities and programs of the Family Life Center. He/she must maintain an understanding of all FLC operations and services.</p>	
<p>Essential Duties and Responsibilities:</p> <ul style="list-style-type: none"> † Ensure the cleanliness and safety of all FLC equipment and facilities. Report required maintenance and repairs to the FLC Director. † Ensure the successful operation of the front desk including member check-in and services, health bar and pro shop. † Develop and facilitate programs, challenges and activities related to fitness and wellness to engage and excite members. † Receive and resolve member issues ensuring member satisfaction. † Facilitate recruitment, development and appreciation of FLC staff, volunteers and contractors. † Schedule team members and backup staff. Fill in for absences and leaves as required to maintain appropriate staff levels. † Facilitate marketing initiatives and programs to grow membership. † Measure data related to program progress, participation and membership. Run regular reports to communicate successes and barriers. Make recommendations for improvement. † Support FLC Director in managing finances and budgets. <p>Additional Duties and Responsibilities: This job description is intended to convey information essential to understanding the scope of the Family Life Center Manager position and it is no intended to be exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. Additional duties may be assigned by the FLC Director.</p>	



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Required Qualifications

- † Bachelor's Degree in health-related field such as recreation, health, fitness or equivalent.
- † Minimum of 3 years of experience managing a fitness or family life center.
- † Extensive knowledge on the use of facilities and equipment.
- † Must be currently CPR and First Aid certified.

Preferred Qualifications

- † Experience managing organization finances including P&L.
- † Demonstrated success managing product, event, activity and rental space sales.

Desired Competencies:

- † Be a person of Godly character, displaying the fruit of a walk with God (Galatians 5), and strive to promote and enhance the spiritual well-being and morale of others.
- † Positive and respectful attitude using a high degree of tact, diplomacy, discretion and courtesy in gesture and speech.
- † Self-starter with ability to problem solve and make independent decisions in alignment with the vision and values of Beulah Missionary Baptist Church.
- † Excellent leadership skills with the ability to motivate, teach and nurture staff.
- † Excellent communication and interpersonal skills. Exceptional customer service skills and ability to manage customer relations.
- † Comfort and happiness working in a team. Eagerness to support team members as needed to achieve FLC and church goals.

Scope and Impact:

The FLC Manager oversees the safe and successful day-to-day operations of the Family Life Center. Unsatisfactory performance may negatively impact membership, customer satisfaction and finances. Improper operations may also result in injury. It is important that BCFLC Operational Manual be followed as a guide for program and operational direction.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- † Primarily works in a fitness club type environment.
- † Frequently required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear clearly.
- † Frequently required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl.
- † Occasionally lift and/or move up to 50 pounds.
- † Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.
- † The noise level in the work environment often is high.



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Limitations and Disclaimer:

The above position description is meant to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/ or abilities. To perform this position successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Acknowledgement of Receipt and Understanding

Employee (print name):

Employee Signature:

Date:

Approved by Department Head:

Received by Human Resources: