



SUN CITY ANTHEM COMMUNITY ASSOCIATION, INC.

Job Announcement

FITNESS DIRECTOR

Starting Salary: \$65,000- \$81,000 depending on experience

COMMUNITY PROFILE

Sun City Anthem (SCA) is a Del Webb developed community located in Henderson Nevada just south of Las Vegas. Developed in 1998, it is the state's second largest Common Interest Community and the City of Henderson is the second largest in the state with 300,000 residents. The beautiful and expansive community covers 3,500 acres with 7,144 homes. SCA has approximately 12,500 total residents.

The community is governed by a seven-member Board of Directors that typically serve two-year terms. Amenities and facilities include three clubhouses with 130,000 square feet of indoor recreational space including three indoor swimming pools, two outdoor pools, tennis courts, pickle ball, bocce, 300 seat theatre, fitness centers, group exercise rooms, privately owned and operated day spa, and a grand ballroom.

SCA has over 50 chartered clubs and operates its own television station. They maintain a Community Patrol, Community Service Group, Neighborhood Watch, and Emergency Preparedness.

JOB SUMMARY

Under the direction of the Chief Operating Officer (COO), the Fitness Director will ensure that the SCA Fitness Centers are operated in compliance with all local, State and Federal regulations regarding health and safety standards, labor laws and discriminatory practices, etc. To continually enhance resident perception of the Fitness Centers through improved member service, expanded athletic and social programming, superior cleanliness, and maintenance of facilities. Have a pro-active approach to handling all suggestions and complaints. Ensure that all support and service is conducted and fulfilled in a manner consistent with the standards, goals, and objectives of Sun City Anthem Community Association.

SKILL AND ABILITY REQUIREMENTS

- Must be detail oriented and able to multi-task
- Must have good record keeping skills

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- Must be able to speak in a clear and understandable voice so that communication may be conducted with people of various levels of education and capabilities
- Must have basic working knowledge of computer and other office equipment, i.e. fax, multi-lined phone system, walkie-talkie, and copier
- Ability to stand to greet members and guests for extended periods of time
- Must be able to interact with all types of individuals, be mentally alert, detail oriented and have good reasoning skills
- Skilled in maintaining an efficient, cheerful and professional attitude while dealing with people in volatile and sensitive situations
- Skill in the use of a variety of computer software programs. At a minimum, must be skilled in the use of Word for Windows, internet search functions, and e-mail.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Essential responsibilities may include but are not limited to the following:

- Advise the Chief Operating Officer (COO) of matters effecting the department.
- Manage / Supervise Monitor Staff:

Oversee monthly staffing schedule for Anthem, Independence and Liberty monitors.

Assist in finding coverage in emergency situations

Hire and terminate Monitors as needed.

Review and approve payroll

Oversee and direct Fitness Department Assistant workload

Coach employees regarding policies and job responsibilities.

Prepare and execute Monitor meetings when needed.

Complete and implement employee evaluations for all full and part-time employees.

- Coordinate all Fitness Center Contractors
 - Determines group exercise classes and schedule
 - Contracts group exercise instructors
 - Contract personal trainers
 - Recruit companies for contracted services
 - Manage contracts and insurance
 - Collect lease payment(s) for privately owned and operated day spa.

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- Operations Management:

Oversee fitness equipment and repairs.
Manage Pool Operations Plan as required by the SNHD.
Review all transactions and cash flow taken within the department.
Support and encourage fellow department managers.

- Shared Management Responsibilities:

Assist/resolve emergency situations.
Instruct Group Exercise classes.
Prepare and manage annual Fitness Department budget.
Prepare and disburse Request for Proposals for Board meetings.
Recommend and implement Fitness Reserve and Capital budgets.
Order & purchase supplies and miscellaneous equipment.
Review and process payments for purchases and services.
Report and oversee facilities repairs and improvements for all buildings.
Educate and assist members and guests with the proper use of exercise equipment, aerobic conditioning, strength training & flexibility, and behavioral protocols.
Design, develop and promote fitness and health related events and programs for residents.
Contribute articles to the community's publication, the "Spirit".
Walk the floor and listen to input and discussions by residents.
Respond to blue cards & phone calls; meet one on one with residents.
Attend all required meetings (Board meetings are generally held once per month, sometimes more frequently, if needed).
Represent Fitness Department at Community events.

- Assist with any reasonable requests by Management.
- Must be detailed oriented and able to multi-task
- Must have excellent verbal and written communication skills. Communication may be with any of the following: homeowners, relatives and/or friends of homeowners, tenants of homeowners, public, SCA staff, SCA Managers, SCA Board of Directors, local media, contractors and law enforcement personnel.
- Must have basic working knowledge of computer, Outlook, and other office equipment, i.e. fax, multi-lined phone system, wireless 2-way radio and copier
- Must have manual dexterity for keyboard use, wiring, answering phones, and basic Fitness Center Operations.
- Ability to stand to greet members and guests for extended periods of time.
- Must be able to push/pull or lift 10-15 lbs.

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- Must have cash handling experience, excellent customer service skills and telephone etiquette.
- Ability to walk inside, outside, or upstairs without any assistance
- Able to quickly respond to emergency throughout the facility
- Must be able to interact with all types of individuals, be mentally alert, detailed oriented and have good reasoning skills.
- Skilled in maintaining an efficient cheerful and professional attitude while dealing with people in volatile and sensitive situations.

PHYSICAL REQUIREMENTS/WORKING ENVIRONMENT

- Must have manual dexterity for use of keyboard use, writing, answering phone and other basic Fitness Center Operations
- Ability to sit at a desk and utilize necessary equipment such as computer, telephone, POS system, fax, scanner, etc.
- Able to push/pull 10-15 lbs.
- Ability to walk inside, outside, and upstairs without assistance
- Agility to quickly respond to emergency situations throughout the facility

WORKING CONDITIONS

- Work is performed indoors in a climate-controlled environment as well as outdoors where temperatures may vary.

EQUIPMENT USED

- Computer, printer, mouse, copier, fax, scanner, POS system, scanner, cash register, multi-line telephone/voice mail, digital camera, walkie-talkie, and VMS

REQUIRED EDUCATION, TRAINING, AND WORK EXPERIENCE

- B.S. degree preferred
- Training/education and at least 5 years' experience in management in the fitness industry.
- Experience working with 55+ Active Adult Community is preferred
- Group Exercise and Personal Training certifications preferred
- Experience and competency in public speaking
- CPR certification
- Experience and skill in use of computer software
- Experience and skill in dealing with people during difficult situations

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SAFETY

Incumbent is required to comply with established safe work practices and attend all safety-related training provided or made available by the Association.

COMPANY FUNDS - This position has access to company funds

CONFIDENTIAL INFORMATION – This position has access to confidential information

BENEFITS

SCA offers a competitive benefit package including Medical, Dental, Vision, 401(k) plan, paid vacation, sick pay, and paid holidays.

TO APPLY

Sun City Anthem
2450 Hampton Rd
Henderson, NV 89052

<https://SCACAI.easyapply.co>

NO PHONE CALLS

EOE

DFWP

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