

Job Posting: Fitness Coordinator – Crivitz Youth, Inc. Community Center

Position: Fitness Coordinator

Status: 31 hours (up to 40 hours/week)

Reports To: Community Center Director

Location: Crivitz Youth, Inc. Community Center – 901 Henriette Ave., Crivitz, WI

Position Summary

The Crivitz Youth, Inc. Community Center (CYCC) is seeking an enthusiastic and experienced Fitness Coordinator to lead and grow our fitness programs. Under the supervision of the Director, this position oversees Group Exercise classes, Personal Training, and fitness staff, while promoting CYCC's mission to inspire healthy living and community engagement.

This is a hands-on role for someone who enjoys teaching, coaching, and connecting with others in a positive, energetic environment.

Work Schedule

Regular hours:

- Wednesdays & Thursdays: 12:30 PM – 8:30 PM
- Fridays: 11:00 AM – 7:00 PM
- 1–2 weekends per month required

Additional hours may be scheduled for classes, personal training sessions, or special events, but total hours will not exceed 40 per week.

Key Responsibilities

Leadership & Supervision

- Recruit, train, and support Group Exercise Instructors and Personal Trainers.
- Assist with staff evaluations and certification compliance.
- Provide leadership, mentorship, and positive communication among team members.

Program Management

- Teach at least five (5) Group Exercise classes per week.
- Provide personal training sessions and coordinate additional trainers as needed.
- Develop, implement, and manage new fitness programs and events.
- Work with the marketing coordinator to create and distribute group exercise schedules, ensuring minimal class cancellations.

Administration & Customer Service

- Recommend improvements to increase participation and efficiency.
- Respond to member inquiries and represent CYCC professionally in the community.

Qualifications

Education & Experience

- High school diploma required; Associate's or Bachelor's in Health/Wellness preferred.
- Minimum 2 years in the health and wellness field.
- Minimum 1 year in customer service.

Certifications

- Current Group Exercise Instructor certification (ACE, NETA, AFAA, NASM, etc.).
- Current Personal Trainer certification (NSCA, ACSM, ACE, or equivalent).
- If not certified, must obtain within 6 months of hire.
- First Aid & CPR/AED (training provided).
- Valid driver's license with a clean driving record.

Benefits

- Health insurance available
- Paid vacation days
- 50% off childcare at the Crivitz Child Development Center (CDC)
- 50% off membership, class, rental, and program fees at CYCC
- 1 Month Free CYCC family membership, 50% off every month after that
- Paid training and certification opportunities
- Supportive, community-focused environment

To Apply:

Send your application, resume and cover letter to cycdirector@crivitzyouthinc.com

Crivitz Youth, Inc. Community Center – 901 Henriette Ave, Crivitz, WI 54114

Applications accepted until filled.