

**JOB TITLE:** Fitness and Wellness Specialist

**DEPARTMENT:** Lifelong Learning

**REPORTS TO:** Fitness and Wellness Program Manager

**FLSA STATUS:** Non- Exempt

**LOCATION:** Arthur C. Nielsen, Jr. Campus  
Northfield, IL

**PT/FT:** Part-time (20 hours/week)

**SUMMARY:** Assisting Fitness and Wellness Program Manger in providing a comprehensive Lifelong Learning Fitness and Wellness program, including teaching group exercise and personal training and customer service and operational support in Fitness Center

**DUTIES AND RESPONSIBILITIES:**

- Staff coverage of NSSC Fitness Center (FC)
  - Provides excellent customer service
  - Assist manager in recruiting and orienting new members
  - Provides a safe, clean workout environment
  - Oversees equipment maintenance and safety
- Teach group exercise classes and assist in developing new classes
- Working one-on-one with personal training clients and building up client base
- Assist manager in operational and administrative duties in running Fitness Center
- Builds positive relations with all participants and members through excellent customer services
- Build FC membership base through community outreach
- Attends all-staff and department meetings
- Performs other related duties as assigned by management

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university, or two years of related experience and/or training, or equivalent combination of education and experience related to older adult fitness and wellness
- Experience coordinating Fitness and Wellness programs and activities for older adults
- Certificates, licenses and registrations required: Fitness training and certifications (including group fitness and personal training), particularly those related to older adult fitness and wellness; Must have at least one certification from ACE, NASM, or ACSM. Must have CPR/AED and First Aid certifications
- Computer skills required: Knowledge of basic computer programs, including Microsoft Word, Excel, Outlook, and ability to learn internal enrollment management system and AV equipment
- Other skills required:

- Interest in and ability to work well with older adult population
- Ability to work independently and manage oneself, with minimal supervision, to successfully meet goals of position
- Commitment to organization's mission
- Strong interpersonal communication skills; ability to work with the public, build positive relationships, enforce health and safety rules, and respond to questions or conflict as they arise
- Maturity, reliability, flexibility to meet operational needs
- Ability to maintain confidentiality of member health and fitness information

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To be considered for this position, please send your resume and salary requirements to [hr@nssc.org](mailto:hr@nssc.org).

*EEO: North Shore Senior Center is an equal opportunity employer; applicants are considered for all positions without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), marital status, parental status, national origin, age, disability, veteran status, genetic information, or any other status protected by applicable federal, state or local law.*