

Reports to	Club Manager
Role Summary	Oversee the Bailey's production and operation under the supervision of the Club Manager.
Primary Responsibilities and Tasks	<ul style="list-style-type: none"> • Assist/Shadow the Gym Manager with the following duties (not limited to): • Creating and submitting weekly schedules. • Reviewing and submitting payroll corrections. • Reviewing and organizing daily paperwork. • Exercising effective conflict resolution and customer service. • Presenting employee goals and EOM (End of Month) results. • Miscellaneous administrative responsibilities. • Increasing Membership Sales and Draft growth. • Train and review the Bailey's Sales Manual with staff. • Commit to memory the Bailey's Health and Fitness Sales Process, presentation and rates. • Conduct daily follow-ups including, but not limited to members, guests and leads. • Inside and outside prospecting • Utilizing PSI database to market to current guests, previous members and all prospects • Regularly promote social events at the club. • Stay current with competition, industry and nutritional products; strive to increase job-related knowledge/skills. • Assist with daily cleaning responsibilities/maintenance of the club – capabilities must include, but are not limited to standing, bending, walking and/or lifting arms over head for long periods of time, and the ability to lift and carry 45 pounds. • Ensure Liability Waiver procedure is enforced for all non-members working out. • Adhere to all company policies and club rules. • Attend all meetings and training classes. • Arrive to work properly dressed. • Review Weekly Group Fitness Summary for class participation and instructor effectiveness. • Conduct a proper Needs Analysis and Benefits Tour.
Sales	<ul style="list-style-type: none"> • Membership sales are priority one. • Recognize all buying opportunities, including the pro-shop. • Achieve all sales goals. • Conduct daily follow-up including, but not limited to members, guests and leads. • Obtain two referrals per total memberships sold. • Promote secondary sales with every interaction. • Break down club goals to individual Fitness Consultants with specific, measurable, goals. • Present individual goals at beginning of the month. • Work with staff to achieve club sales goals.

Computer	<ul style="list-style-type: none"> • Understand that all information utilized by PSI Software is the property of Bailey's gym Inc. and is to be used solely for the purpose Bailey's Gym. • Effectively use computer system to enter all Guests and Members. • Properly use computer system to enter all transaction and/or payments. • Properly use Notes system to ensure consistency and thoroughness of paperwork. • All secondary sales transaction items must be scanned. • Maintain proper cash control, through proper handling as well as accurate and consistent verification. • Responsible for controlling proper inventory and supplements in club. • Refrain from manipulating any software and/or hardware. Check e-mail throughout the day for updates.
Skills and Competencies	<ul style="list-style-type: none"> • Attention to detail • Strong communication and time management skills • Ability to communicate effectively verbally, non-verbally and in writing. • Ability to read effectively and concentrate for extended periods of time.