



- I. Club:**  
The Bridgewater Club
- II. Location:**  
Carmel, Indiana (Indianapolis Metro)
- III. Job Title and Position Type:**  
Fitness & Wellness Director, Full Time
- IV. Facility:**

The Bridgewater Club is a refined modern private club and community that boasts the highest level of services for our members and their guests. This distinctive community features an exciting array of residential options including traditional single family custom homes, estate homes, golf villas and townhomes, and a broad membership demographic including young professionals, young families and “empty nesters,” being developed by the finest home builders in central Indiana.

The Bridgewater Club boasts a 90,000 square foot clubhouse which encompasses a comprehensive fitness center; indoor pool, outdoor pool, six tennis courts, six pickleball courts retrofit onto three of the tennis courts, multiple locker rooms, group fitness room, private session rooms for: Pilates/mind body programming and spa services, summer kids camp, child care facilities, 27 holes of golf, indoor golf facilities, six banquet/meeting rooms; a full service dining room; 3 seasonal outlets; and more.

The club recently completed a full clubhouse renovation and is the largest private country club in the state of Indiana and boasts almost 1,200 memberships and growing. The club is open seven days a week. The club also hosts numerous special events for members ranging from wine dinners to kid’s events. The Bridgewater Club is an Equal Opportunity Employer. For more information, please visit the club’s website at [www.thebridgewaterclub.com](http://www.thebridgewaterclub.com)

## **V. Job Summary**

The Fitness and Wellness Director possesses a dynamic and creative personality, a passion for working with those that desire a healthy lifestyle and is extremely knowledgeable about the most-recent trends in the health and fitness industry. Drawing on their extensive experience, the director is highly organized, detail oriented, and excels in relationship building. This person will be the driving force behind the development and implementation of new and exciting recreation & fitness initiatives that will cater to the membership of our private club. Responsible for the operation and leadership of the club's fitness and wellness program which includes the fitness center, racquet facility, youth activities and aquatics program, events, wellness programs and facilities.

## **VI. General Function**

Under the supervision of the Assistant General Manager and General Manager/COO this position is responsible for the development, delivery, administration and evaluation of all health and fitness activities in accordance with the policies, procedures and standards established by The Bridgewater Club. Engage in active listening with members, and program participants, in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals. Ensure member satisfaction by providing exemplary service, as well as being committed to strengthening our community through the Bridgewater's areas of focus of youth development, healthy living & social responsibility. Lead a diverse and dynamic team to ensure the departmental and clubs goals and vision are met. This is a hospitality position so it is important this individual is positive, outgoing, accommodating and friendly with members, guests and team members.

The Fitness & Wellness Director will provide leadership and supervision for fitness programs and staff. Responsible for the administration, supervision and day-to-day operation of a comprehensive fitness program. The Wellness Director will manage purchasing, life cycle, maintenance and repairs for all fitness equipment. Primarily responsible for the creation, implementation, supervision and evaluation of a variety of fitness, youth activities, special events, pool and racquet sport programs.

## **VII. Essential Job Functions/Duties**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## Leadership and Supervision

- Provide leadership and mentorship, while creating a working environment that fosters growth and student development.
- Coordinate the recruitment, hiring, training, supervision, and evaluation of staff including group exercise instructors, massage therapists, child care/youth activities attendants, tennis professionals, lifeguards and personal trainers.
- Manage the scheduling for all staff to ensure adequate coverage for programs including group exercise classes, personal training appointments, workshops, and special events.
- Monitors and maintains SOPs to ensure a consistent exceptional is provided. Assists in developing and updating policies and procedures. Follows all safety policies and procedures.
- Develop and maintain an instructor training program to educate new and existing staff members.
- Ability to support members in their health & wellness through relationship building & use of open communication.
- As part of Management Team; serves as Manager on Duty, attends weekly Management meetings & participate in various other Bridgewater Community events.
- Work closely with other Managers ensuring relationship building, retention & high quality of service for members & the greater community.
- Ability to work as both a leader and a member of a team.
- Demonstrate through action & interaction with staff, members & the community, the Bridgewater's Mission & core values.

## Program & Facility Management

- Create, manage, and supervise comprehensive fitness program offerings including but not limited to, fitness challenges, nutritional programs, stress and sleep management, mindfulness, massage therapy, personal training, Pilates and assessment programs.
- Develop and implement a marketing plan for fitness and wellness programs.

- Assess the programs and services regularly to ensure they meet the needs of our members.
- Oversee and develop the tennis and pickleball program.
- Oversee and ensure the pool operations are upheld.
- On-going review and evaluation of programs and member's needs to ensure a diverse offering of classes & programs.
- Ensure that all related flyers/schedules are kept updated with most current classes offered.
- Develops, oversees, markets & evaluates all programming as it relates to health & fitness.
- Oversee the group fitness schedule and programming.
- Oversee the scheduled services which currently include Pilates, Massage Therapy, Personal Training and Mind Body programming.
- Manage the safety and effectiveness of the child care and youth activities programming.

#### Fiscal Management

- Responsible for fitness department budget (which includes tennis, aquatics, youth activities, fitness and wellness programs.)
- Responsible for maintenance, repairs and life cycle planning for fitness equipment.
- Manage payroll for fitness staff.
- Oversee the equipment purchasing process through researching equipment and services, developing RFPs, generating price comparisons and compiling patron feedback regarding various pieces of equipment and supplies in the facility.

#### Facility Management

- Responsible for the cleanliness, maintenance safety and repair of all equipment for fitness center, activity center, group exercise room, pilates room, spa service room and any other fitness related equipment.
- Work closely with the Housekeeping and staff; share in the responsibility of upkeep of the locker rooms.
- Ensure quality and safety of programs and equipment keeping up with industry best practices.

- Manage schedules, inspections, equipment rotation, and scheduled replacement.
- Ensure applicable OSHA requirements are met.

#### General

- Adhere to club policies, procedures and regulations.
- Establish and build positive relationships with coworkers and membership.
- Strong written and oral communication skills.
- Strong organizational skills, which include the ability to be precise, thorough and detail-oriented.
- Assist with marketing/planning for variety of Special Events.
- Assists in guiding the work of the Bridgewater in establishing policies within the framework of the objectives; implement those policies through pertinent actions.
- Dynamic presentation skills.
- Gather data as it pertains to fitness & group exercise & prepare monthly reports for the General Manager/COO.

### **VIII. Physical Requirements**

- Frequent walking/standing.
- Frequent speaking with members, guests and employees.
- Ability to demonstrate equipment use.

### **IX. Qualifications**

Bachelor degree in Recreation Management or related field desired, as well as Fitness Instructor Certification. Must be competent in the administration of Health and Fitness education and its related programs development and services.

Three or more years related recreation experience as a Director of Manager required and preferably in a Club or Resort setting.

Must have the ability to manage labor as required by anticipating business trends and activity.

Excellent communication and customer service skills are required.

Proficient in computer skills, including but not limited to all Microsoft Windows applications, e-mail, web based programs, internet, data entry, Publisher, as well as ability to develop & create flyers/marketing materials.

Advanced skills with Microsoft Office, including Word, Excel, PowerPoint, and Outlook is required.

Must possess current CPR/First Aid & be able to respond to safety/emergency situations.

**X. Reports to**

Assistant General Manager

**XI. Compensation**

The compensation package for the Fitness & Wellness Director is an annual base salary and bonus plan. In addition, there are medical and dental benefits, 401K and vacation/personal/sick time off in accordance with the Bridgewater Club policies. In addition, there is access to HSA or FSA programs; discounts on food & beverage, cell phone expense and some club privileges.

**XII. Send Resume Info To:**

To be considered for this position please e-mail resumes to:

Lisa Masters, LPGA

Assistant General Manager

[Lisa.masters@thebridgewaterclub.com](mailto:Lisa.masters@thebridgewaterclub.com)

PLEASE NO PHONE CALLS or MAILED RESUMES