



Peninsula Volunteers Inc. has an exciting opportunity for an individual who has a passion for wellness and enriching the lives of aging adults in the local community.

**Organization:** Founded in 1947, Peninsula Volunteers, Inc. is a community-based, non-profit organization that develops and administers programs and services for the aging population in the mid-peninsula region. Our mission is to help create, through high-quality and nurturing programs for the aging, a community in which seniors are engaged, cared for, and respected. As life expectancy lengthens, communities embrace both opportunities and challenges to help the aging maintain their dignity, independence, and sense of usefulness. The mark of a healthy community is in the way it respects and honors those who built the community.

### **Position Summary**

We are seeking a dedicated and dynamic Fitness Manager to lead our fitness and wellness initiatives at PVI Little House. As the Fitness Manager, you will be responsible for building up and managing a small team of personal trainers who specialize in delivering fitness and wellness programs tailored to the needs of our senior community. Your role will involve coordinating and managing schedules, designing programs, and ensuring a safe and engaging environment for our senior participants. The Fitness Manager reports to the Director of Little House.

### **PVI Culture**

PVI has a strong values-driven culture that supports its mission. The Fitness Manager is expected to model and set an example for other PVI employees to live our Core Values: Respect, Commitment, Trust, Dedication, and Compassion as articulated in the PVI Culture Matrix.

### **Primary Duties:**

- Oversee all fitness activities at Little House with the Senior Program Manager
- Implement safety and screening protocols to ensure the well-being of participants
- Run the Exercise is Medicine™ initiative
- Develop a client referral system with local doctors at Stanford Health, Sutter Health, and other medically based centers
- Lead, Develop, and Manage Personal Training team
- Develop training education guidelines for Personal Trainers
- Team meetings
- Schedule hours
- Track up-to-date certifications

- Find continuing education opportunities
- Actively engage the community by developing and leading fitness classes for older adults of various activity levels at PVI
- Provide Personal Training, fitness assessments, and health coaching
- Maintain client record of training and assessments
- Manage client database in a CRM and train personal trainers on how to use it effectively
- Ensure clients have paid for sessions prior to rendering services
- Lead activities, events, and workshops related to health and fitness
- Develop monthly fitness events and challenges
- Foster consistent communication with clients and professional contacts
- Oversee fitness center equipment maintenance and provide recommendations to the Senior Program Manager and Director of Little House
- Assist the Senior Program Manager in managing the fitness budget and expenses

**Approximate Daily Time Distribution:**

70% Personal Training, Exercise Classes, Health Coaching, and Assessments  
 30% Administration, Program Development, and Team Building

**Position Requirements:**

- Personable, friendly, patient demeanor; ability to make people feel welcome/comfortable.
- Effective interpersonal and listening skills with a customer service focus.
- Ability to communicate effectively with older adults.
- Problem-solving skills with an eye on customer satisfaction.
- Effective time management skills and ability to complete tasks with minimal supervision.
- Flexible, punctual, and reliable.
- Proficient with a variety of technologies and social media platforms.
- Capable of training volunteers in an easily understood manner.
- CPR/AED and First Aid certifications required.
- Experience using Mindbody or other scheduling software.
- Ability to schedule and organize time in an efficient manner.
- Assess client needs and prescribe within the scope of practice.

**Experience and Education:**

- Bachelor's Degree in Kinesiology, Exercise Science, Exercise Physiology, or similar
- Master's Degree in Kinesiology or similar preferred
- NCCA accredited certification (ACSM-CPT or EP, NSCA-CSCS, NASM Corrective Exercise Specialist)
- ACSM Exercise is Medicine Level 2 preferred or within 6 months upon hire
- Valid CPR/AED certification
- 5+ years of Personal Training
- 5+ years of training older adults and special populations

**Physical Requirements:**

- Use of keyboard and computer monitor.
- Ability to twist, bend, reach, carry, lift up to 25 pounds.
- Ability to walk short distances as well as up and down stairs.

**Job Type:** Full-time

**Pay:** \$45.00 - \$52.00 per hour

**Benefits:**

Employee discount

Flexible schedule

Health insurance

**Shift:** Day shift

**Work Location:** In-person

**Send Resume and Cover Letter to [Jobs@1pvi.org](mailto:Jobs@1pvi.org)**