

**Title:** Assistant Director of Pearce Community Center

**Position Summary:** The Assistant Director is responsible for the daily operations of the business as well as supporting and providing leadership to most departments including Front Desk, Youth Programs, Fitness, Aquatics/Leagues and Membership. This person will also assist the Executive Director with business development and sales/marketing. Pearce Community Center (PCC) in Chillicothe. PCC is a not-for-profit community center focused on promoting and enhancing the overall wellness of all members, as well as the Chillicothe community as a whole. PCC is seeking an individual with proven leadership experience, who is capable of working in a dynamic and fast-paced environment. The Assistant Director will help empower professional staff to provide high quality programs (both fitness and non-fitness) and services. This position will report to the Executive Director.

**Job Duties:**

- 1. Leadership & Administration:** Provide ongoing direction, support and guidance to department management and staff regarding strategic vision that promotes a family environment focused on healthy lifestyles on multiple levels. Oversee the development and implementation of existing and new fitness and non-fitness programs and services. Develop and sustain positive working relationships with the staff and members of PCC.
- 2. Facility Management:** Assist and help oversee the administration and operations of departments within PCC. Help oversee the maintenance, risk management, operation, scheduling, and use of all facilities at PCC. Assist in maintaining effective equipment and facility maintenance and repair. Assist in maintaining accurate member and community communications. Assist in the preparation and maintenance of accurate records and reports for internal use and board review. Assist in developing and enforcing PCC policies and procedures.
- 3. Fiscal Management:** Assist in overseeing business operations of each department to ensure PCC costs are within budgetary limits. Work with all departments to manage fiscal requirements of growing membership and programs. Assist in seeking and reviewing non-operating sources of funding, including donations, fundraising, and grants. Be proficient in or work towards begin proficient in our client management software.
- 4. Supervision:** Supervise managers and coordinators in respective departments. Perform annual evaluations of those leaders. Ensure all staff members maintain appropriate levels of certification credentials. Attend and participate in most PCC Board Committee meetings.
- 5. Program and Membership Development, Management, and Promotion:** Work collaboratively with all departments, staff, and boards to enhance growth. Represent PCC in a professional manner in the Center and within the community. Work towards membership and program growth in efforts like non member conversion. Facilitate special events at PCC, including but not limited to Run For the Health of It, Spooktacular, and Breakfast with Santa. Engage in public speaking and outreach to promote PCC and its offerings.
- 6. Other Duties Assigned by Executive Director.**

**Required Qualifications:**

- **Bachelor's Degree in related field**
- **Demonstrated program management experience**
- **Experience in strategic planning, business development, public relations and promotions**
- **Proven ability to facilitate and drive organizational improvements**
- **Strong interpersonal, public speaking and written communication skills**

Candidates must submit:

1. Cover letter
2. Resume

To: [cmcintyre@pearcecc.com](mailto:cmcintyre@pearcecc.com)