

THE HEALTH CLUB  
AT THE  
*Fairmont*

2401 M Street, NW, Washington, DC 20037

The following is a list of current open positions. All positions are filled according to the requirements of the job and qualifications of the applicant. Applicants must be available for flexible shifts, including weekends and holidays, unless otherwise specified.  
Applications and resumes accepted in The Health Club located on the Mezzanine level.

**UPDATED August 13, 2008**

**FULL-TIME**

**Membership Advisor**

This person is responsible for generating new marketing ideas, promotions, and the sale of memberships, and any additional club services. Must be self-motivated, enthusiastic, and able to create sales techniques that increase new memberships while retaining current memberships. This individual is friendly, fearless, personable, and outgoing!

**PART-TIME**

**Front Desk Attendant**

. The primary function of the front desk staff is to greet and service members in a professional, upbeat manner that is encouraging, supportive, and knowledgeable. Personal problems have to remain at home! This person is the "brain" of the club, and is responsible for knowing everything about the club! You have 16 hands, 8 ears, and 3 seconds to respond to each request!

**Group Exercise Instructor**

Demonstrated ability to conduct energetic, upbeat, and motivating professional fitness classes as listed on the class schedule. Good knowledge and understanding of cueing techniques and music is a must. Work in compliance with a 32-count phrase, appropriate pitch, upbeat/downbeat, etc. Must hold a group exercise instructor certification and be certified in CPR/AED.

**Group Exercise Instructor Director**

The Director of Group Exercise supervises all group programs. This person oversees the scheduling of group exercise classes, manages group exercise programs, and coordinates fitness events. This person also supervises group exercise instructors, ensuring that each is educated and trained properly in the instruction of classes that are consistent, safe, and conducive to club procedures.

**Office Manager**

The Office Manager must be versatile with a skill set in multiple categories including writing, editing, accounting, and accounts payable/receivable. This individual is responsible for the creative writing, editing, development, and layout of brochures, manuals, forms, publications, reports, schedules, newsletters, etc. This person is also responsible for the data entry of daily accounts, accounts payable/receivable, supervises daily electronic correspondence.

**Personal Trainer/Floor Attendant**

The Personal Trainer/Floor Attendant will demonstrate a well-rounded background in fitness, exercise technique, and weight loss. This individual must be available at all times to service, train, and motivate members. Must hold a nationally recognized personal training certification and be CPR/AED certified.