

Infrastructured Institute – Rockville, MD

Front Desk Receptionist

Receptionist Job Purpose: Serves visitors by greeting, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications system.

Receptionist Job Duties:

- Welcomes client by greeting them, in person or on the telephone; answering or referring inquiries.
- Check in clients, Make appointments and take payments.
- Prepare and print invoices
- Data Entry.
- Answer phones and call clients to confirm appointments.
- Maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

Skills/Qualifications: Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism, Customer Focus, Organization, Informing Others, Handles Pressure, Multi-task, Phone Skills.

Infra Trainer

Trainer Job Purpose: assists clients in their Infrastructured goals as outlined by the Practitioner through education, motivation, and leadership. The Infra personal trainer contributes to the overall success of the clients' integration of Infrastructured System.

Personal Trainer Job Duties:

- Provides guidance in proper Spiraling technique and variations of exercises
- Motivates clients and serves as a training partner
- Maintains a safe and clean exercise environment
- Follows all quality assurance and other policies and procedures of the Institute
- Maintains all required certifications
- Adjust schedule as needed to accommodate the needs of new existing clients

Skills/Qualifications:

Education/Experience

- Personal training certified with ACSM, ACE or NASM,
- Bachelor's degree in related field preferred
- CPR, AED and First Aid certification

KNOWLEDGE / SKILLS / ABILITIES:

- Strong knowledge of exercise physiology, kinesiology and anatomy;
- Full understanding of all exercise equipment and proper operations;
- Knowledge of injury prevention and rehabilitation;
- Good communication skills and ability to instruct and teach;
- Work independently with minimal supervision;
- Sport specific knowledge a plus.

WORK ENVIRONMENT:

- Job requires standing for long periods of time and demonstration of proper exercise technique and ability and the physical ability to move up to 75 pounds.

Please email your resume to officemanager@infrastructured.com if interested.

Group Exercise Instructor

Group Exercise Instructor Job Purpose: Responsible for conducting safe, effective and Spiraling formatted classes.

Group Exercise Instructor Job Duties:

- Arrive on time, prepared to begin and end class on time.
- Greet members warmly, enthusiastically and by name (smiling, eye contact)
- Maintain an atmosphere that motivates long-term participation and client retention.
- Represent the Infrastructured Institute in a positive manner.
- Pass on client concerns to case manager/practitioner.
- Educate participants on proper form, anatomy, contraindications, and modification of Spiraling moves.

Skills/Qualifications

- Must be 18 years or older and have a fitness/group exercise background.
- Knowledge of, and ability to, communicate exercise physiology principles as related to Infrastructured System
- Physically fit to lead class at the appropriate level.
- Maintain current certification through ACE, AFFA, ACSM, or equivalent program OR have at least 5 years of teaching experience.
- Maintain current CPR and First Aid

Client Care Coordinator

Coordinator's Job Purpose: to ensure clients successfully complete their program; as conveys client concerns, questions and needs to the appreciate team member.

Coordinator's Job Duties:

- Point person for client information and care coordination between Infrastructured team: practitioner, massage therapist, trainer, instructor, office manager and front desk
- Reports to office manager
- Keep weekly care coordination record with easy access for whole team

Skills/Qualifications:

- Bachelor's degree in related field preferred
- CPR, AED and First Aid certification
- Telephone Skills, Verbal Communication, Microsoft Office Skills, Listening, Professionalism
- Customer Focus, Organization, Informing Others, Handles Pressure, Multi-task, Phone Skills.