



Iron City Boulders

Deputy Gym Director Job Description

Job Summary

Iron City Boulders by Moments Climbing is looking for an experienced, fun-loving, passionate Deputy Gym Director to contribute and add value in a dynamic, team-oriented environment. The Deputy Gym Director position is focused on training, supporting, and growing team members in events, programming, front desk, and gym operations. The individual will report to the Gym Director and work closely with them to foster a culture of safety, service, respect, and inclusion, and promoting Moments Climbing core values by leading by example.

The Deputy Director is responsible for developing and maintaining programming, gym operations, and marketing along with balancing administrative duties. We are seeking an individual committed to furthering Iron City Boulders' vision to cultivate programs, grow the community, develop the staff, take on challenges, and maintain daily operational and administrative duties led by the Gym Director.

Regardless of the position, Moments Climbing expects teamwork, flexibility, and cross-training from all team members. All team members are responsible for daily support in customer service, retail sales, risk management, coaching, instruction, group facilitation, cleaning/disinfecting and maintenance, front desk operations, special events, and/or administrative duties where experience/proficiency is demonstrated.

Responsibilities

- Assist the Gym Director in developing, managing, and evaluating programs for all level climbers
- Increase lead generation, member engagement and retention through community-oriented programming and content
- Develop and maintain knowledge of all Moments Climbing programs, community events, membership offerings, and retail products
- Act as a leader and mentor to all team members through role modeling, being clear in communicating expectations, and giving immediate and appropriate feedback
- Manage front desk operations and have a working knowledge of the member management software (Rock Gym Pro)
- Actively develop part-time team members at front desk and be a role model while working front desk shifts weekly
- Regularly communicate and coordinate with Head Coach about programming and Youth Teams
- Train and maintain a team of instructors to facilitate quality programs which may include creating new curricula, instructor training tools, and other resources
- Coordinate with members and guests to accommodate group programs and private events
- Assist the Gym Director in planning, execution, and evaluation of staff trainings and meetings

- Create a fun, positive environment for staff and athletes to learn and feel safe in
- Responsible for all duties required to maintain the cleanliness and presentation of the facility, manage retail space, regular cleaning/disinfecting of the facility, and other maintenance duties
- Collaborate with management team to create social media posts to engage existing members and future guests on social media platforms
- Build relationships and develop partnerships with local businesses, non-profits, and neighborhood groups to be active contributors to the community and increase local awareness and engagement
- Focusing on goals set by the Gym Director for revenue, enrollment, and quality standards
 - Write and submit Monthly Summary Reports
 - Occasionally may have to run errands for daily operations or events

Requirements

- Must be 18 years old or older
- Must have supervised a team, department, or employee in previous experience
- Strong leadership skills and the ability to effectively communicate
- Ability to balance administrative tasks and developing programming
- Has a solid understanding of their instruction/leadership style and how to create an environment where other instructors/leaders can thrive through an honest feedback system
- Experience with organizational and planning skills
- Demonstrate skill in training, team development, and motivation
- Self-motivated, organized, can multi-task in a busy environment
- Excellent communication and excellent customer service skills
- 1-2 years experience managing and teaching/coaching in the rock climbing, fitness, and/or gymnastics fields

Compensation & Benefits

- \$45,000 USD annual salary
- Health care stipend: Medical, Dental and vision according to company policy
- Cell phone and Travel expense reimbursement
- Vacation: 4 weeks paid
- Complimentary gym membership for significant other/family member

To Be Considered

Please submit an updated resume and cover letter by Friday, July 3rd, 2026 to samantha.kummer@momentsclimbing.com.

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