



Assistant Wellness Manager

Wheeling Park District

Contact Name: Beth Harrington

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Closing Date:

Salary: 50,000-55,000

Description:

TITLE:

Assistant Wellness Manager

SUMMARY:

The Assistant Wellness Manager is responsible for assisting the Wellness Manager in supervising daily functions of the health and fitness operations which include; membership retention, recruitment, group exercise programs individual and small group training, various specialty classes and fitness related special events. The Manager is under the direct supervision of the Wellness Manager but is granted opportunities for independent supervision over part-time staff and volunteers in related areas of responsibility.

EDUCATION & EXPERIENCE:

Graduate of a college or university accredited by the U.S. Department of Education Bachelor's Degree in Recreation, Fitness Management, Exercise Physiology or closely related field; a minimum of three (3) years of full-time related experience in wellness/fitness center management and programs and supervisory experience with emphasis on providing excellent guest service and sales, or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted. Previous experience in staff supervision.

QUALIFICATIONS:

Demonstrated knowledge creativity and skill in managing a health and fitness facility.

Demonstrated knowledge, creativity and skill in programming a variety of wellness and fitness programs, and special events as assigned.

Understanding and working knowledge of best business principles, practices, and objectives of revenue generating fitness operations, and community recreation.

Supervisory experience required. Must possess the ability to hire, organize, direct and lead the work of subordinate employees for program responsibilities.

Must have good oral and written communication skills; ability to work with minimal supervision, to solve problems and produce work on a timely basis.

Demonstrated initiative, dependability, professionalism, resourcefulness, and management skills with

the ability to work in a positive manner with the general public, Park District staff and Board of Commissioners.

Must able to read, write and speak in English. Bi-lingual a plus.

Current certifications in Personal Training or Group Exercise Instruction preferred, or ability to obtain. CPR/AED certification.

Valid Illinois driver's license required

HOURS:

The employee shall be considered to be on duty whenever a need exists for their services. This will require non-traditional work hours that will vary depending on the season and workload.

DUTIES AND RESPONSIBILITIES

In coordination with the Wellness Manager, assists in managing the operation and scheduling of Health & Fitness Center including membership retention, recruitment and public relations as well as individual and small group training. Works with the Wellness Manager to implement systems and procedures to capitalize on memberships and personal training.

Assist the manager in organizing, implementing and evaluating a comprehensive selection of wellness and fitness classes, events and activities designed to meet the needs of the community.

Acts as manager on duty in the absence of the Wellness Manager.

Recruits, trains, schedules, supervises and evaluates part-time staff specific to the customer service desk of the health & fitness center.

Orders and distributes program supplies to instructors as needed. Maintains appropriate inventory and supply for all programs in area and facility.

Assists the Wellness Manager in preparing annual budget projections and monitors revenue and expenses in areas of responsibility.

Prepares monthly board reports, bi-weekly payroll, program evaluations, annual reports, and any special reports requested by the Wellness Manager or Superintendent of Recreation Programs and Facilities.

Prepares seasonal program guide information and creates publicity materials in cooperation with the marketing personnel.

Evaluates the effectiveness of existing programs and submits recommendations for program development, changes and pricing structure to the Wellness Manager.

Maintains required records of programs and facilities, fees and participation statistics as required.

Works cooperatively with Risk Management and conducts required training and safety programs as established and recognized by the Wheeling Park District.

Utilizes district's computer software and systems applicable to area.

Researches current health & fitness trends and develops new offerings in response to the community's needs and desires.

Communicates maintenance issues/repairs and coordinates group exercise room/gym set-up and gym scheduling as needed for group exercise and fitness events with the appropriate staff. Works with Facility Maintenance staff to ensure safe, productive and efficient operations.

Develops and maintains cooperative relationships with affiliated groups and community organizations.

Ensures goals are being met within area of responsibility as well as being a productive team member to achieve division and department goals.

Supports and exhibits the organizational values of respect, communication, integrity, innovation,

recognition and appreciation, continuous learning, fun, empowerment and people.

Must support and demonstrate organizational values and quality standards of the Wheeling Park District

SALARY: \$50,000 - \$55,000 Based on experience

BENEFITS: In exchange for your time and talent, we offer a generous benefits package including:
Medical Insurance: Blue Cross Blue Shield HMO, or PPO, Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), and more.