



Activity Center Fitness Supervisor

Northbrook Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$60,000+ depending on qualifications

Description:

Responsible for daily oversight and development of fitness programming, kids corner programming, membership sales, promotions and member retention at the Techny Prairie Activity Center (TPAC). May also coordinate fitness programming at other District facilities. Coordinates with the Facility Maintenance Supervisor to ensure cohesive operations at TPAC. Communicates status updates, recommendations and concerns to Manager. Plans, directs and evaluates facility usage, programs and staff. Work hours may fluctuate between typical business hours and evening/weekend hours, based on programs, special events and coverage of program and operational hours. Act as manager on duty as assigned.

Responsibilities include:

- Develop and implement programming and schedule for group fitness classes, specialty classes, special events, member promotions and personal training at TPAC and throughout the District; ensure coordination of childcare hours at TPAC in conjunction with class offerings and special events, sales and promotions of TPAC memberships.
- Develop and execute marketing strategies to promote, sell and retain TPAC memberships with a continuous focus on growth of memberships and development of fitness services; set target sales goals; work with the Marketing and Communications department on promotional efforts.
- Manage fitness program schedule and associated activities to ensure fiscally responsible, efficient and effective use of resources and staff.
- Monitor and evaluate program and membership performance to include enrollment trends, patron wants and needs and cost/profit margin.
- Build relationships with members and guests to maximize referrals; solicit program and service feedback from members and guests, class participants and staff to evaluate and enhance provided services.
- Recruit, hire, train, supervise and evaluate part-time staff; monitor and approve staff work hours and overtime expenditures; coordinate staff time off to ensure smooth TPAC operations; continuously develop staff by providing feedback and opportunities for growth.
- Develop and implement fitness special events for the community; assist and attend special events coordinated by other District departments as required.

- Create, maintain and update operating procedures for program operation and facility use as needed.
- Prepare the budget for areas of direct responsibility; recommend fee increases and reduction of expenses accordingly; maintain operations within the confines of budget allotments.
- Enforce and communicate safety rules and procedures, address and correct unsafe conditions, and address unsafe employee/patron behavior
- Solicit program and service feedback from members and guests, class participants, and staff, and report results.
- Act as back-up support or substitute for kids corner staff or group exercise classes as needed and based on skill-level.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

Compensation and Benefits

- The anticipated starting salary is \$60,000+ depending on qualifications. This position is full-time. Flexibility with hours is offered based on Activity Center operational hours.
- A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and prescription coverage (also available to dependents), life insurance, 457 deferred compensation plan, and flex spending. The District also offers paid vacation, holidays and sick leave, along with a variety of District recreational benefits.

Ideal candidate will have:

- Bachelors degree with major coursework in exercise physiology, kinesiology, recreation management, business administration, or related field, or equivalent experience, supplemented by at least two (2) years of experience instructing or managing fitness programs with some experience with fitness membership sales/registration. Certification with a (NCCA) recognized and accredited fitness/group fitness organization such as ACSM, NASM, ACE is preferred.
- Key skills include: Sales and promotion, Customer service focus, Communicate effectively both verbally and in writing, Proficient with Microsoft Office (Outlook, Word, Excel), Ability to multi-task and problem solve, CPR/AED and First Aid Certification or ability to obtain within one (1) month of hire

Physical Requirements:

- The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Required to sit, stand, walk, bend, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. While performing the duties of this job, the employee is frequently required to balance, crouch or crawl, and perform various exercises and moves related to fitness programming. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities are required and include close vision and ability to adjust focus. May occasionally lift and/or move up to 25 pounds; may infrequently lift and/or move objects 50 pounds or greater with staff assistance.

Apply at nbparks.org/jobs