



## **Facility/Fitness Manager-BRAC**

### **Bolingbrook Park District**

**Contact Name:** Mike Baiardo

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**Closing Date:** 2023-08-11

**Salary:** \$60,099 to \$67,611 depending on experience

#### **Description:**

Bolingbrook Park District has a position available for a Facility/Fitness Manager for their Bolingbrook Recreation and Aquatic Complex (BRAC) at 200 Lindsey Lane in Bolingbrook.

This position is responsible for managing, planning, promotion and implementation of our wellness programs and fitness facility. This position works with the personal trainers and group exercise staff as well as manage the equipment, sales, programs, events and service to meet the quality, cost and community criteria. This position also coordinates, schedules and plans for logistics of program needs and activities for the BRAC facility. Works closely with the Facility and Recreation Managers, Customer Care Manager, Building Maintenance Manager, Superintendent of Projects and Loss Prevention and Assistant Facility Managers to help maintain the Fitness and Facility management of BRAC.

This position requires a Bachelor's Degree in Recreation, Administration, Business or related field and at least three years administrative and supervisory experience in the parks & recreation field. CPRP preferred. Strong programming management and special event experience and be able to write programs and proofread for seasonal brochures. Must have working knowledge of Microsoft Office Suite of Programs and recreational software-VSI-Rectrac a plus. CPR/AED certification a plus.

Must have a thorough knowledge of program management and membership sales. Ability to establish a positive rapport by using tact and discretion with customers, staff and visitors to the Bolingbrook Park District.

#### **Duties & Responsibilities Include:**

Review, analyze and prepare budgets. Plan, organize and implement comprehensive health and wellness programs. Purchase materials and process requisitions and purchase orders for programs and the facility. Conduct quarterly meetings with the Building Manager and the Superintendent of Projects and Loss Prevention to ensure operations and cleanliness for patrons and employees. Recruit, hire, train, schedule, approve payroll, discipline and evaluate staff. Implement and train staff on internal and external sales of memberships, programs and events. Process and approve facility reservations and rentals. Responsible for safety including drills for staff and customers and actual emergencies. Measure key performance indicators for your area. Submit work orders and follow up on progress. Establish and maintain effective & cooperative relationships with civic and community agencies and volunteers. Collaborate with the Marketing Department to promote programs and the

facility.

Excellent Benefits package includes selection from 3 types of health insurance at 5-15% of the actual premium, dental and vision at 15% of the actual premium, IMRF pension, health club and aquatic memberships, program discounts and vacation and sick time accruals.

Please copy this link for application: [https://www.appone.com/MainInfoReq.asp?R\\_ID=5636098](https://www.appone.com/MainInfoReq.asp?R_ID=5636098)