



RecPlex Facility Manager

Mt. Prospect Park District

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Closing Date:

Salary: \$60,000+, depending on qualifications

Description:

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

The District is currently searching for a full-time facility manager for the RecPlex facility. The RecPlex Facility Manager is responsible for the management of the RecPlex facility, rentals, building schedules, front counter and open gym operations under the primary supervision of the Recreation Division Manager. Other responsibilities include the development, management and promotion of the Park District's RecPlex Fitness Center, group fitness classes, personal training and massage program, direct supervision of RecPlex facility and fitness part-time staff and quality customer service.

The annualized salary for the RecPlex Facility Manager is \$60,000+, depending on qualifications. Plus, we offer a generous benefits package including IMRF pension, medical, dental, short-term disability, long-term disability (IMRF), life insurance, VSP vision (discount program), 457 deferred compensation plan, paid time off, and park district usage benefits and facility discounts.

Interested candidates should submit an application via Frontline/AppliTrack applicant tracking at:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Recreation>

Or, you can visit us at www.mppd.org – click on Job Opportunities at the top right corner of the page and then look under Vacancies for the Recreation/RecPlex Facility Manager job posting.

DUTIES:

Direct, organize, coordinate, support, monitor and evaluate the progress of others in the pursuit of the District's mission in the following areas: customer service, rental management, memberships, special events, fitness programming, collaboration with marketing, office management and facility management.

Provide positive leadership to staff in order to achieve strong staff morale and the highest quality of performance. Exhibit and practice support for management decisions. Demonstrate a commitment to

creating and sustaining a pleasant, cooperative, and productive work environment.

Provide direct supervision of the following part-time positions: Center Directors, Guest Services Representatives, Fitness Center Supervisors, Personal Trainers, Group Fitness Instructors, and Massage Therapist.

Manage and oversee overall Fitness and RecPlex facility operations including all daily facility operations, programming, managerial, risk management, emergency operations, hours of operation and collection of fees.

Responsible for regular monitoring of admissions, registration, revenue, expenses and attendance figures for facility, memberships, programs, and special events on a regular basis.

Recommend adjustments or fee increases relative to operational and budgetary concerns.

Recruit candidates for part-time and contractual employment, review applications, interview, select and hire. Follow Park District hiring procedures.

Design and conduct training, develop work schedules, and supervise and evaluate part-time employees. Document and maintain all training records.

Work with the maintenance department to ensure the highest standards of quality and cleanliness for the patrons at RecPlex.

Facilitate the development of marketing strategies, with the assistance of the Recreation Division Manager, Director of Recreation, and Director of Community Relations and Marketing, to promote both revenue generating special events and free community activities at RecPlex.

Work with fellow Recreation staff to develop and offer programming.

Responsible for the development of operations and capital improvement budgets for the Fitness Department and RecPlex facility.

Assist in developing recommendations for improvements to policies, procedures, and facility improvements.

Prepare, maintain and submit correct payroll for employees. Approve and monitor leave applications for employees.

Responsible for monitoring the PPACA database and the hours of part-time IMRF and non-IMRF employees.

Attend regularly scheduled Recreation Division meetings as required.

Oversee registration procedures for all RecPlex facility staff.

Develop and maintain a thorough, working knowledge of the Park District's registration system, RegSys, and provide guidance and training to fellow coworkers and reporting staff.

Work with Administration to suggest improvements, test new features and train staff on system updates.

Responsible for ensuring daily deposits are reconciled correctly and submitted on required days.

Research and make equipment and supply purchases. Submit purchase orders, check requests, and accounts payable, create and maintain an inventory system.

Maintain a safe, clean environment. Develop and maintain facility operation standards including documentation of facility/equipment inspection.

Develop, recommend and participate in the planning and development of short and long term goals and future projects.

Monitor and notify the District's fitness repair and maintenance program for fitness equipment.

Coordinate Park District brochure copy including data entry, proofreading and database updates

pertaining to RecPlex and the fitness department. Seasonally, monitor information on the website, the internet and make recommendations for corrections and updates.

Prepare regular monthly board reports and departmental reports.

Collect, review, analyze, report and recommend best practices based on participant feedback.

Collect, input and update standard operating procedures/manuals/guidelines.

Establish relationships with outside organizations; network with related organizations.

Enforce all state and local laws as well as apply and adhere to Park District rules and policies.

Be proficient with all Park District policies and procedures.

Serve on Park District committees as assigned.

Perform all other duties as assigned by the Recreation Division Manager, Director of Recreation, and/or the Executive Director. However, in an emergency perform all duties as required.

QUALIFICATIONS:

Bachelor's Degree in Recreation Administration/Leisure Studies or a related field. CPRP preferred.

Must have 5+ years of supervisory experience in the recreation industry including previous experience in fitness and/or facility management with a demonstrated understanding of all operations.

Must possess sound budgetary skills. Must demonstrate understanding of financial functions of facilities and recreational programming.

Must possess a valid driver's license.

Must be proficient in MS Office, Google Workspace, database software, and internet and website portals.

Strong oral and written communication skills are required. Must be able to communicate effectively with others to allow for coordination of work, safety and in emergency situations as needed.

Must possess a high level of energy, social skills, initiative and enthusiasm.

Must be able to work cooperatively with others and be able to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government.

Must be able to maintain self-control and composure in difficult situations.

Must be able to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality.

Must be able to work independently under the general direction of the Recreation Division Manager and Director of Recreation.

Must be able to adhere to all Park District policies.

The RecPlex Facility Manager will be sitting, standing and lifting throughout the day. Must be able to sit or stand for sustained periods of time. Must be able to perform tasks that require walking, bending, stooping, kneeling, climbing and reaching. Additionally, the RecPlex Facility Manager may be exposed to weather conditions including water, sun, high humidity, and excessive heat and cold. Must be able to lift 25+ pounds for supplies and other items.

Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary and your workweek may exceed regular hours at times. Please note that regular and reliable attendance is an essential function of this position.

Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.

The Mt. Prospect Park District is an Equal Opportunity Employer.