



## **Fitness Desk Coordinator**

### **Fox Valley Park District**

**Contact Name:** To apply please complete an online employment application on our website:

[www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org);

<https://foxvalleyparkdistrictilemployees.munisselfservice.com/employmentopportunities/default.aspx>

**Contact E-mail:**

**Contact Phone:**

**Closing Date:** 2023-11-17

**Salary:** 40,000.00 per year

#### **Description:**

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The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 171 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. Connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District is where fun begins.

The Fox Valley Park District is an Equal Opportunity. Minority candidates encouraged to apply.

#### **Duties:**

Under the direction supervision of the Fox Fitness Group Exercise and Fitness Operations Manager, the Fitness Desk Coordinator is responsible for the administration and operations of the fitness desk, at Fox Fitness Vaughan, for the hiring, supervision, training, scheduling, and evaluating of fitness desk personnel. The Fitness Desk Coordinator handles the front-line communication with fitness members and daily guests and responds to any issues or concerns with compassion and excellent customer service. The Fitness Desk Coordinator will lead staff meetings and mentor staff to exemplify the Fox Fitness brand. Other responsibilities include maintaining quality customer service, overseeing the cash handling process, ensuring confidentiality of information, troubleshooting membership issues, and gaining a comprehensive understanding of the RecTrac recreation software. Perform other duties as assigned by the Fox Fitness Group Exercise and Fitness Operations Manager. This is an at-will position.

**Experience:**

Experience working in a fitness environment and a working knowledge of fitness programming and fitness floor operations preferred. High school diploma or GED required with some college coursework preferred. At least two years of administrative office experience and previous supervisory experience in a customer service role required. Communication and problem-solving skills are essential. Comprehensive computer/systems knowledge in Word, Excel, and Outlook with the ability to learn additional applications. Familiarity with database management, RecTrac Recreation software strongly desired. Previous cash handling experience required. Excellent organizational and time management skills with attention to detail and ability to multi-task is essential. Must present a professional appearance and maintain integrity of confidential information. Must have a valid IL driver's license and provide own transportation