



## **Recreation Supervisor- Fitness**

Morton Grove Park District

**Contact Name:** Michelle Trevino

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**Closing Date:**

**Salary:** Exempt: Salary Range \$50,000 - \$55,000

### **Description:**

#### **Recreation Supervisor - Fitness**

##### **Job Description**

The Recreation Supervisor – Fitness is responsible for directly overseeing all day-to-day operations of Club Fitness. Responsible for the hiring, training, supervision and evaluation of all Club Fitness staff. Works with staff to implement systems and procedures to capitalize on memberships. The Recreation Supervisor is a full-time employee whose work week may exceed 40 hours a week and include evenings and weekends.

### **Qualifications:**

BA/BS in Parks and Recreation, Physical Education or closely related field from an accredited college or university. Minimum of three years of experience in supervision. Must have highly effective interpersonal skills, problem solving abilities and advanced communication skills. Demonstrated initiative, dependability, good judgement, tact, analytical skills, leadership, and the capability to work in a positive manner with the general public. CPRP certification is required within one year. Rec Trac experience preferred, but not required. CPR/First Aid. AED, required, however will train. Must possess a valid Illinois Class "D" Driver's License.

### **Immediate Supervisor:**

The Recreation Supervisor is responsible to the Superintendent of Recreation.

### **Essential Functions:**

1. Complete programming for areas under your supervision from ideas to program evaluation.
2. Prepare and distribute monthly newsletter.
3. Submit monthly usage to insurance-based programs.
4. Maintain and control merchandise inventory.
5. Prepare annual goals and objectives relative to your programs.
6. Maintain required departmental records and records of programs and class participation statistics.
7. Evaluate/survey all programs/participants within your assigned area.
8. Lead and or assist with Recreation Department special events.
9. Prepare and monitor the budget for areas under your supervision.

10. Maintain internal cash controls and appropriate accounting procedures.
11. Prepare bid documents and purchase orders to be approved by the Superintendent of Recreation.
12. Hire, train and evaluate all Club Fitness staff.
13. Provide direction, leadership and motivation to staff under your supervision. To include conducting and managing the annual and/or seasonal performance review process.
14. Prepare and monitor scheduling and payroll for your staff.
15. Establish and nurture communication with outside resources valuable to your programming; including public and private organizations.
16. Perform all job tasks within the rules and guidelines of the District's safety program. Using good safety awareness and judgement.

**Marginal Functions:**

1. Assist in marketing and promoting all areas of responsibility.
2. Enforce and train safety rules, regulations and procedures in your area of supervision.
3. Participate in all required safety training.
4. Notify public of unsafe conditions by voice, signage, and barricades.
5. Perform all job tasks within the rules and guidelines of the district's safety program. Using good safety awareness and judgment.
6. Serve on Safety and various Committees when assigned.
7. Performs other duties as assigned.

**Psychological Considerations:**

The Recreation Supervisor may resolve differences and problems that arise with patrons and employees. This employee is responsible for safe and well-organized programs/events. May have to work under stressful situations when first aid, CPR or the use of the AED is required.

**Physiological Considerations:**

The Recreation Supervisor may be required to work in extreme weather conditions. The worker may be required to lift items 10-20 lbs. in weight and respond to safety concerns quickly and accurately.

**Environmental Considerations:**

The Recreation Supervisor may be exposed to all weather conditions especially hot and humid conditions during summer events.

**Cognitive Considerations:**

The Recreation Supervisor must possess good safety awareness and judgment. Must be a good communicator with strong creative skills.

Exempt: Salary Range \$50,000 - \$55,000