



## **Fox Fitness Supervisor Prisco Community Center**

### **Fox Valley Park District**

**Contact Name:** jobs@fvpd.net jobs@fvpd

**Contact E-mail:** jobs@fvpd.net

**Contact Phone:**

**Closing Date:** 2024-01-26

**Salary:** \$51,000-\$62,500 Depending on qualifications

#### **Description:**

To apply please complete an online employment application on our website:  
[www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org);

PLEASE INCLUDE RESUME AND COVER LETTER

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

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...Where Fun Begins

**QUALIFICATIONS:** Possess a strong interest in Health and Fitness with a bachelor's degree in Recreation, Kinesiology, Physical Education, or a related field required. Requires at least three years of experience in a supervisory capacity, preferably in a fitness center. Experience and understanding of customer service, recreation administration, budgeting, personnel procedures, safety and program planning is required. Excellent customer service skills with strong communication skills in both verbal and written format. Proficient in MS Office suite (Word, Excel and Outlook). Recreation Software experience is preferred with RecTrac experience a plus. Possess attention to detail, strong organizational skills, and the ability to multi-task. Personal Training certification from an accredited program is a plus. Must have CPR/First Aid training or receive within 2 months of hire. Must have a valid driver's license and provide own transportation. Available for flexible work schedule, including evenings and weekends.

**DUTIES:** Under the direction and supervision of the Fox Fitness General Manager, the Fox Fitness Supervisor is responsible for the overall direction, development, coordination, and supervision of all

specialty fitness programming and Personal Training efforts for the district. The Fox Fitness Supervisor is also responsible for assisting the General Manager in the oversight of fitness operations and overall brand expectations at the Prisco location to ensure members receive the highest quality of service and facilities. Other responsibilities include, but not limited to: providing customer feedback, budgeting, sales, organizing, obtaining member feedback, publicizing, and safety of all assigned areas, including personal training, programs, special events, and other services to help promote health and fitness to the community. The Fox Fitness Supervisor will also be delivering professional tours and sales presentations to prospective members, account balancing, membership data entry, account inquiries, membership upgrades, downgrades, and foster relationships with members to increase retention. The Fox Fitness Supervisor will be assisting the Fox Fitness General Manager in ensuring preventative maintenance is handled on all equipment at the Prisco location. Other duties include but are not limited to driving Personal Training promotions, staff training, performance management, facility management, and other duties as assigned.

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