



Fitness Coordinator

Mundelein Park & Recreation Dist.

Contact Name: Eric De Luca
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Closing Date:
Salary: \$17.96 - \$22.46 per hour

Description:

Position Type: Part-Time **Start Date:** ASAP

Starting Wage Range: \$17.96 - \$22.46

Full Wage Range: \$17.96 - \$26.95

Benefits: Paid Vacation, Paid Sick, Paid Holidays, Paid Personal Time, Paid Bereavement Leave, Paid Jury Duty, IMRF Retirement Plan, District Discounts

Apply online at www.mundeleinparks.org

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

Summary

The Fitness Coordinator is responsible for the implementation and supervision of the group exercise and personal training program. The Fitness Coordinator also assists with the fitness center's membership sales and retention efforts. Hours of this position will be flexible, and include mornings, evenings, and some weekends. This position will average 25 hours per week.

Qualifications - Education, Experience and Training

Graduate from an accredited college or university with a degree in exercise physiology, kinesiology, physical education recreation or a related field; or a minimum of three years related work experience or a combination of education and work experience. A commitment to performing excellent customer service. Must have experience in recreation, business, or related field. Requires excellent verbal communication, promotional and leadership skills. Teamwork attitude to enhance total staff involvement and goal oriented to continuously improve. Working knowledge of Microsoft Office. CPR, First Aid and AED Certification required and if not certified, must become certified. The District will assist with the certification process.

Duties and Responsibilities

Essential Functions

- Assist with hiring, training, supervising, scheduling, and evaluating Fitness Attendants, group exercise instructors, and personal trainers.
- Assist in development, promotion, implementation and evaluation of group fitness classes and personal training throughout the District.
- Develop enrichment class(es) with the Child Development programs.
- Create and publish the monthly group exercise schedule.
- Assist in overseeing personal training process, verifying sales, and scheduling trainers, ensure client management, and monitor personal training redemption against payroll.
- Assist with purchasing supplies for personal training and group exercise.
- Provide information as needed for brochure, web pages, and social media.
- Conduct annual written performance evaluations of group exercise and personal training staff.
- Coordinate regular staff meetings with the Recreation Operations Manager, group exercise and personal trainers.
- Assist with seasonal fitness challenge promotions.
- Assist with community outreach, presentations, and marketing.

For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://mundeleinparks.workbrightats.com/jobs/1112252-224510.html>