



Coordinator - Operations and Events

Centers, LLC - Health, Fitness & Recreation Center

Contact Name: Alex Rich

Contact E-mail: alex.rich@morainevalley.edu

Contact Phone: 708-608-4004

Closing Date:

Salary: \$46,000 - \$48,000

Description:

Overview

CENTERS, LLC is a professional management firm specializing in facility, operation, and program management for higher education. CENTERS' management approach is customized for each client yet retains our uniform quality. Our firm unites site staff with a centralized administrative team, each contributing to the firm's goals and client needs. The CENTERS team is innovative, entrepreneurial, trail-blazing, and ambitious for both CENTERS and our clients.

Job Summary

The Coordinator - Operations and Events oversees and manages the operation of the fitness center, auxiliary athletic/recreation facilities and hosted events. This role oversees 20–25 part-time staff, enforces member policies, and ensures smooth facility operations through custodial oversight, equipment audits, preventative maintenance, and customer service. In addition, the Coordinator plans and delivers student, department, and community events, including youth programs such as summer and school break camps.

This position will work on-site at our Moraine Valley Community College location in Palos Hills, IL. Opened in 2014, FitRec is a 113,000 sq. ft. building, offering users the latest equipment, fitness spaces, and technology. The facility is also the home of Moraine Valley Athletics and several academic programs and courses. The department serves a diverse community of students, faculty/staff, and over 4,000 community members.

Essential Functions

- Managing internal and external reservations, including birthday parties. Coordinate logistics such as event setup and tear-down, cleaning, and communications
- Direct daily operations and scheduling for auxiliary spaces including indoor and outdoor athletic facilities
- Coordinate and perform regular equipment inventory checks, preventative maintenance, and facility inspections
- Support the department's risk management program by developing and implementing emergency and medical action plans. Conduct safety and emergency procedure training, perform response skills audits, and assist with intake and initial outreach for injury reports.

- Plan and execute department special events for the campus community
- Assist with the development of and enforce policies and procedures
- Plan, organize, and execute recreation-based events such as tournaments, intramurals, special programs, student engagement initiatives, and departmental outreach activities.
- Assist with planning, organizing, and delivering youth programs including summer camps, schools out camps, and community recreation events. Support participant check-in/out processes and risk management compliance.
- Evaluate effectiveness of area; prepares and delivers required and requested reports and data to the client and CENTERS central office
- Assist with budget development and the monitoring of income and expense budgets
- Participate in CENTERS meetings and trainings, setting CENTERS standards for operations, and innovation

Staff Supervision

- Responsible for approving timecards and preparing necessary documents/reports in preparation for payroll
- Responsible for hiring supervision, training and mentoring part-time facility monitors
- Provide on-shift direction and supervision for part-time auxiliary facility staff and KidRec staff

Site-Specific Responsibilities

- Assist with oversight of the third-party custodial services provider
- Some non-traditional hours required, including some early mornings or evenings and occasional weekend hours
- Serve on department, university, and CENTERS committees

Qualifications

Education and Experience

- Bachelor's degree in Sports Management, Facility Management, Higher Education or closely related field preferred or 4 or more years of work experience required
- Demonstrated experience in special event operations, event planning, facility operations, or customer service related field
- Demonstrated experience with staff supervision and customer service
- Experience working in a collegiate and/or communication recreation environment preferred
- Previous experience using facility/member management software preferred
- Current American Red Cross CPR/AED/FA certification (or willing to obtain)

Skills and Abilities

- Entrepreneurial spirit and enthusiasm
- Ability to respond to problems and to assist clients with a calm, courteous, and helpful manner and attitude
- Ability to consider and mitigate risk during event planning process
- Excellent time management skills with a proven ability to meet deadlines
- Ability to prioritize tasks and to delegate them when appropriate
- Demonstrated experience and abilities to work as part of a professional team that collaborates effectively with colleagues
- Analytical skills to identify problems, assess alternatives, and render consistent, logical decision