



Racquet & Fitness Club Manager

Homewood Flossmoor Park District

Contact Name: Kelly Rose
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Closing Date: 2025-01-06
Salary: Starting at \$86,000.00

Description:
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JOB SUMMARY: Under the supervision of the Executive Director, the Racquet & Fitness Club Manager is responsible for the planning, organization and supervision of the Indoor Racquet and Fitness facility and related programs. The Manager will contribute to the master plan, comprehensive plan, and capital repair and replacement schedule. The Manager will represent the Executive Director when required. The Manager will supervise a staff of full and part time employees. The Manager will be an integral member of the district's administrative team. The H-F Park District's mission statement is "to enhance the quality of life through diverse recreational opportunities, facilities and parks while caring for the environment".

ESSENTIAL JOB RESPONSIBILITIES:

- Provide outstanding customer service to our internal and external guests by providing friendly, responsive, courteous and helpful service.
- Develop and promote a broad spectrum of diverse activities and services.
- Evaluate staffing needs (including recruitment, hiring, training, and evaluation) and make adjustments within the department.
- Prepare and administer annual budget for Racquet & Fitness Club.
- Assist in interpreting member needs and delivering programs and services to meet those needs.
- Periodically review and evaluate facility, programs and services.
- Monitor the condition of the facility and make recommendations for minor and major, repairs, renovations, and improvements.
- Oversee the program evaluation process and recommend modifications of existing programs and services or the introduction of new programs and services.
- Prepare and/or direct the preparation of board summaries, monthly reports, and periodic and special reports.
- Approve and oversee facility use requests.
- Work closely with Marketing Department.
- Prepare bids for projects not done by department personnel.

- Promote, organize and stimulate good relationships with community, interest groups and agencies serving the area.
- Attend Park Board meetings.
- Adhere to all policies and procedures outlined in the Policy and Procedure Manual, Personnel Policy Manual, and Safety Manual.
- Assist with and/or attend park district special events.
- Represent the park district while working with organizations on special projects.
- Attend meetings and participate with IPRA, PDRMA, local community agencies, associations and organizations.
- Attend professional conferences and workshops.
- On call at all times and as needed.
- Other related job duties as assigned.

COGNITIVE SKILLS REQUIRED:

- Must be able to read, write and organize materials.
- Must have the ability to plan, direct and supervise staff.
- Must have the ability to work in teams and independently with all types of people.
- Must be able to troubleshoot and solve problems in the best interest of the entire park district.
- Must have the ability to exercise good judgment in keeping with the mission of the park district.
- Must demonstrate strong leadership qualities.
- Must be a self-starter willing to work with minimal supervision.

KNOWLEDGE AND SKILL REQUIRED:

- Thorough understanding of the theory and philosophy of recreation, sport management and facility management.
- Thorough knowledge of the principles, practices and objectives of facility management and recreation administration.
- Initiative, persistence, creativity, and the ability to inspire the best in others.
- Interest in creating program and facility offerings to meet the diverse needs of members.
- Knowledge of the principles of sound financial management.
- Knowledge of the American with Disabilities Act and implementation process.

EDUCATION AND TRAINING:

- BA/BS in Parks and Recreation, Sports Management, Facility Management, or related field.
- Minimum five years of responsible administrative or supervisory experience in the field.
- Certified Park and Recreation Professional preferred.
- Working knowledge of Microsoft Word and Excel.
- Valid driver's license required.

PHYSICAL REQUIREMENTS:

STANDING: Some

SITTING: Extended periods of time

WALKING: Some

LIFTING: Must be able to lift 25 lbs.

STOOPING: Minimal

REACHING: Minimal

CLIMBING: Minimal

VERBAL: Must be able to communicate one on one and in a group setting

VISION: Must be able to read, write, and use a computer

HOURS:

The Racquet & Fitness Club Manager has no established hours yet is required to invest the time necessary to produce exceptional results. It is essential to be regularly available during standard business hours and periodically during all club hours of operation to meet with staff, members, vendors, and other businesses and government agencies.