



Facility Manager - The Club at Prairie Stone

Hoffman Estates Park District

Contact Name: Kimberly Engler

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Closing Date:

Salary: \$60,000 to \$70,000 DQE

Description:

Join Our Team at The Club at Prairie Stone!

The Hoffman Estates Park District is excited to announce a professional opportunity for the Facility Manager at The Club at Prairie Stone. As a part of the award-winning HEParks, you will be stepping into a leadership role that offers a unique chance to shape the future of one of the premier fitness centers in the region.

The Club at Prairie Stone offers a wide variety of fitness experiences, including over 150 pieces of cardiovascular equipment, traditional strength machines, free weights, and three group training studios offering daily classes across various disciplines. Specialized areas such as a 25-yard lap pool, a zero-depth activity pool, whirlpool, steam rooms, and an elevated indoor track enhance the member experience. Our facility also features three gymnasiums with basketball and volleyball courts, a spa, and a 40-foot indoor climbing wall.

We've recently upgraded several key areas of the facility, including the weight room, HIIT room, and locker rooms, providing a modern and sleek environment that enhances both the member and staff experience. As a Facility Manager, you'll lead a dedicated team and be instrumental in implementing strategies that promote both member success and staff growth.

This newly created second-shift position is designed to provide support to the facility during evenings and weekends, when it experiences its highest usage. Work hours are Monday through Thursday, from 1:30 p.m. to 10:00 p.m., and Sunday, from 8:30 a.m. to 5:00 p.m. The Facility Manager will work closely with the General Manager to oversee the daily operations of our expansive, state-of-the-art facility. You will assist in maintaining the highest standards of service, safety, and functionality, while managing facility upgrades and improvements to ensure that our amenities continue to meet the needs of our members.

This is an exciting opportunity for an experienced leader to contribute to the continued success and growth of The Club, while making a tangible impact on the fitness community. You'll be part of a collaborative and supportive team of 8 FT staff where your leadership will help create a positive, growth-oriented environment for both staff and members.

The Park District offers excellent benefits, such as health, vision and dental insurance, IMRF pension, and complimentary program and facility usage, just to name a few. Continuing education opportunities are provided along with a great work-team atmosphere.

The Hoffman Estates Park District is an equal-opportunity employer.

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Supervision Received

The Facility Manager is under the direct supervision of the General Manager of The Club.

Function

The Facility Manager is responsible for assisting the General Manger in the daily operations, staff oversight, rentals, maintenance, safety, and overall management of the fitness center's physical environment. Their role ensures that the facility runs smoothly, is well-maintained, and provides a safe and welcoming atmosphere for members and staff.

Supervision Exercised

The Facility Manager directly supervises the Operations Manager, Maintenance Supervisor, Sales Team and all PT Members Service Associates.

Major Responsibilities

- With the Guidance of the General Manager, oversee daily operations, including staff scheduling and rentals, to ensure smooth facility functioning.
- Facilitate efficient operational processes, such as check-in, member services, and support.
- Manage and supervise FT & PT Member Service staff, provide training, monitor performance, and handle scheduling and staffing needs.
- Resolve member complaints quickly and assist with services like registration, renewals, and inquiries.
- Assist the General Manager with budget management and implementing cost-effective strategies.
- Guide the Sales & Marketing Department in developing strategies for marketing, sales goals, and member retention.
- Oversee fitness center software systems (membership, POS, scheduling, billing), ensuring systems are functional and staff is trained.
- Supervise Building Maintenance and Custodial teams, monitoring effective performance for efficiency and meeting standards, balanced shifts, and adequate coverage.

Work Hours

This position is a 2nd shift manager position. Standard Schedule is as follows:

Monday – Thursday 1:30pm to 10pm

Friday & Saturday – Off

Sunday 8:30am to 5pm

Experience

3+ years of supervisory / customer service experience.

Health / Fitness Club experience preferred

CPR & AED Certification Required. (Can obtain in first month of employment)

Experience with District software of RecTrac is desirable.

Education

Bachelor's degree in Business or Exercise Science or similar, preferred

Job Classification & Grade Salary Range

Exempt Grade 3 Salary Range (\$51,000 - \$77,500)

Hiring Range

\$60,000-\$70,000

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