



## **Athletic & Fitness Supervisor**

### **Midlothian Park District**

**Contact Name:** Jennifer Yuska

**Contact E-mail:** jyuska@midlothianparkdistrict.org

**Contact Phone:** 708-371-6191

**Closing Date:**

**Salary:** \$47,000 - \$57,000

#### **Description:**

##### **Duties and Responsibilities**

- Plan, implement, and evaluate athletic & fitness programs
- Plan, implement, and evaluate all Athletic Leagues
- Handle all aspects of Memorial Park Field Rentals & ARC Turf Rentals
- Hire, schedule, and supervise staff
- Handle the cleanliness and maintenance of the Fitness Center & create specials to increase membership
- Plan, implement and evaluate all District concession operations
- Oversee hiring, training, supervising, scheduling and evaluation of staff. Staff may include but may not be limited to fitness center staff and concession workers
- Coordinates the maintenance and cleaning of the concession stand with the maintenance staff
- Assist other staff with programs and events
- Assist Superintendent of Recreation in developing the recreation budget
- Evaluate equipment and submit purchase requests each season
- Submit information for the monthly recreation Board Report
- Keep track of recreation budget lines and report to Superintendent of Recreation
- Attend conferences and meetings to further recreation knowledge
- Serve as a substitute for employees when needed
- Assist with public relations/marketing of classes & events
- Evening, weekend, and holiday hours will be required

#### **Qualifications:**

- Bachelor's Degree in Recreation or related field
- Experience in planning and executing recreational programs/leagues
- Basic understanding of an operating budget.
- CPRP preferred or able to obtain within first 6 months of employment

Please send resume by mail or email to:  
Midlothian Park District  
14500 S. Kostner Ave.

Midlothian, IL 60445  
Attn: Jennifer Yuska  
jyuska@midlothianparkdistrict.org