



Fitness Supervisor - Prairie Lakes

Des Plaines Park District

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Closing Date:

Salary: \$53,000-\$56,000

Description:

The Des Plaines Park District has an exciting new opportunity! This year, we are renovating and expanding our fitness center at Prairie Lakes Community Center and have a need for this new position.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Fitness Supervisor- Prairie Lakes

Grade: 8

FLSA: Non-Exempt

Department: Recreation

SUPERVISORY RELATIONSHIPS

Reports to: Assistant Superintendent of Recreation - PLCC

Supervises: Fitness Instructors, Personal Trainers and Front Desk Staff

SCHEDULE: Monday-Tuesday 12:30pm-9:00pm, Wednesday-Friday 8:30am-5:00pm

BASIC FUNCTION

Development and implementation of membership and group fitness initiatives, manage fitness class scheduling and registration, and provide facility tours. Assist the Assistant Superintendent of Recreation and the Aquatic Manager in processing membership agreements and changes. Provide customer service to members and guests, actively work the front desk, and train staff on proper customer service skills and practices.

ESSENTIAL DUTIES

1. Process current membership agreements and promote new membership options.
2. Actively assist with membership retention including monthly calls to expired members and conducts surveys of membership.
3. Create promotional ideas to assist with personal training, aquatic and fitness programs.
4. Recruit, select, train, supervise, mentor and evaluate part-time and seasonal staff.
5. Actively works at the front desk in a friendly and professional manner; duties include patron check-in, membership enrollment, program registrations, and cash handling.
6. Create innovative fitness programming opportunities and submit related seasonal brochure copy.
7. Manage the budget and daily operation of Prairie Lakes Fitness Center and fitness classes.
8. Plan promotions and events to recruit, reward, and retain membership.
9. Prepare reports and evaluations for programs, fitness center, and staff.
10. Coordinate membership suspensions and prorations.
11. Respond to all member inquiries, situations and complaints.
12. Coordinate personal training sessions with training staff.
13. Respond to all public inquiries. Provide quality customer service.
14. Maintain fitness equipment preventative maintenance schedule.
15. Trouble shoot equipment malfunctions, call for service if necessary.
16. Keep active list of equipment inventory and provide recommendations for purchase or replacement of new and current equipment.
17. Performs other duties as required or assigned, which are within the scope of the duties enumerated above.

OTHER DUTIES

1. Provides for reasonable accommodations for participants and personnel in accordance with the American with Disabilities Act.
2. Prepare reports as needed.
3. Attend training sessions and meetings with other professionals.
4. Actively train all new hires at the front desk.
5. Inform all staff of any changes in policy, procedures or rules handed down by supervisors.
6. Coordinate staff to direct patrons in the event of an emergency such as severe weather or fire
7. Maintains a clean and organized work environment.
8. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
9. Maintain cash control and supervise all bank deposits.
10. Member of a Park District committee as assigned.
11. Perform additional duties as assigned, and additional duties assigned by the Executive Director.

POSITION QUALIFICATIONS

Education: Bachelor's degree or knowledge in personal training field (ACE or ACSM)

Experience: Background in personal training, fitness sales or related fitness field required.

Certifications: First Aid, CPR and AED certification required within 6 months, Person Training/Fitness Related Certification or Personal Training/Fitness Related Degree preferred.

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)

- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts