



## **Recreation Specialist of Fitness Programs & Services**

### **Waukegan Park District**

**Contact Name:** Elizabeth Fallon

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**Closing Date:**

**Salary:** \$50,000 - \$55,000 annual salary DOQ

#### **Description:**

Work with an extraordinary team of people at a progressive and well-established agency. The Waukegan Park District serves a community of over 90,000 residents in northern Illinois 40 miles north of Chicago on the shores of Lake Michigan. The park district provides year-round sports, recreation and leisure opportunities for all ages and abilities. The Waukegan Park District is seeking to fill the position of Recreation Specialist of Fitness Programs & Services at our award-winning Field House Sports, Fitness & Aquatics Center.

#### **Status of Employment:**

Full-Time, Exempt

#### **Compensation & Benefits:**

Expected hiring range \$50,000 - \$55,000 based on education, experience, and skills.

We provide a highly competitive, employee friendly benefit and incentive package to support you in your personal and professional journey which includes:

- medical, dental, vision coverage or opt out incentive.
- life insurance.
- Illinois Municipal Retirement Fund (IMRF) defined benefit pension and 457 deferred compensation plan.
- flexible spending account.
- paid time off starting first day of employment: 10 vacation days, 3 personal days, 12 holidays, 4 floating holidays, sick time accrues monthly, and discretionary time earned annually.
- Park District facility usage and program discounts.
- cell phone reimbursement.
- training and professional development opportunities.
- student loan repayment program.

#### **Job Summary Description:**

Oversee the operation of fitness facilities. Plan, organize, and supervise fitness programs, services, activities, and special events. Supervise all part-time, seasonal, and temporary employees and volunteers within area of responsibility.

**Essential Functions Description/Duties:**

- Assist with planning, organization, implementation, and oversight of recreational/general interest programs and special events with an emphasis on fitness activities.
- Assist in the development, implementation, and maintenance of fitness operational procedures.
- Assist in the assigning and scheduling of personal trainers with fitness center members to maximize customer satisfaction.
- Assist in the coordination of new member orientation appointments with service staff. Assist in the management of fitness member registration, renewals, leave of absence, and refunds.
- Manage service to patrons on fitness center floor.
- Provide direct leadership and supervision to all assigned recreation programs and services.
- Provide developmentally appropriate activities that meet the needs and interests of participants.
- Assist in the development and implementation of long-range plans and strategies. Develop and implement annual goals and objectives.
- Evaluate effectiveness and efficiency of program and services, making recommendations on additions or deletion of programs and services.
- Assist in the development and implementation of specific program details consistent with recreation marketing strategy.
- Assist in the development and implementation of a marketing strategy for recreation programs, services, and facilities consisting of appropriate pricing and promotional efforts.
- Assist with fitness membership recruitment, registration, retention, and marketing.
- Recruit, select, train, supervise, and evaluate seasonal/part time staff and volunteers.
- Contract with independent contractors and vendors for programs and services as needed.
- Review and prepare costs for program centers of the annual budget.
- Secure alternative funding through grants, sponsorships, and fundraising.
- Purchase, distribute, and maintain required inventory of all supplies and materials.
- Prepare and maintain management reports and records regarding programs and services.
- Transport supplies via park district vehicles.
- Assist with management of the Field House and scheduling facility program use as needed.
- Monitor safety and cleanliness of the fitness center including amenities such as the floor/deck, equipment, and locker rooms.
- Establish a cooperative planning and working relationship with community agencies and organizations.
- Attend pertinent departmental/park district meetings and in-house training sessions.
- Conduct self in accordance with the policies and procedures as established by the park district.
- Participate in park district safety and training program to ensure that work performed, and services provided are implemented in a safe manner.

**Marginal Functions:**

- Assist staff and volunteers in the performance of their duties.
- Participate and become involved in organizations and/or community meetings whose purpose will be of benefit to the park district operation.
- Serve on in-house committees.
- Attend seminars and training workshops.
- Perform other duties as assigned.

**QUALIFICATIONS****Age:**

- 21 years and older

**Education:**

- Bachelor's degree in Recreation Administration, Sports Management, Fitness Management, Exercise Physiology/Science, or related field.

### **Experience:**

- Minimum of one (1) year experience in a recreational setting, preferably in a recreation department, athletic facility, or fitness facility. May be obtained through a combination of seasonal, part time, or temporary positions.

### **Knowledge:**

- General knowledge of recreation, parks, and leisure services field.
- General knowledge of recreation principles and philosophy.
- Specific knowledge of fitness programs and services.
- Specific knowledge of fitness equipment and training.

### **License/Certification:**

- Valid driver's license required.
- American Council on Exercise certificate required within six (6) months.
- Personal Training Certification or Group Exercise Certification required within one (1) year from one (1) or more of the following national organizations: AFAA (Aerobics & Fitness Association of America), ACSM (American College of Sports Medicine), NSCA (National Strength & Conditioning Association), ISSA (International Sports Sciences Association), Cooper Institute for Aerobics Research.
- Certified Park and Recreation Professional (CPRP) Certificate required within one (1) year or as soon as eligible.
- First Aid/CPR/AED certification required within one (1) year.

### **Hours:**

40 hours per week. Tuesday - Saturday work schedule will include regular nights and weekends. May involve additional hours on an as needed basis.

### **Conditions of Continued Employment**

#### **All the following are required:**

- provide proof of date of birth.
- provide a copy of driver's license.
- provide drivers abstract.
- provide verification of education.
- submit to a reference check and employment verification.
- submit to a state criminal background check.
- submit to a pre-placement physical.
- submit to pre-placement drug testing.
- submit to a random, reasonable cause, and post-accident alcohol and drug testing.
- satisfactorily complete a six (6) month introductory period.
- provide a copy of American Council on Exercise Certificate within six (6) months of employment and renewal certificates as required.
- provide a copy of Personal Training Certification or Group Exercise Certification within one (1) year and renewal certificates as required from one or more of the following national organizations: AFAA (Aerobics & Fitness Association of America), ACSM (American College of Sports Medicine), NSCA (National Strength & Conditioning Association), ISSA (International Sports Sciences Association), Cooper Institute for Aerobics Research.
- provide a copy of Certified Park and Recreation Professional (CPRP) Certificate within one (1) year of employment or as soon as eligible and renewal certificates as required.

**Residency**

Employees are strongly encouraged, but not required, to become residents within the boundaries of the Waukegan Park District.

**Candidates can apply online at** [www.waukeganparks.org/employment](http://www.waukeganparks.org/employment)