



Group Exercise Manager

Buffalo Grove Park District

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Closing Date: 2025-05-30
Salary: \$56,000 - \$70,000 DOE

Description:

Job Summary:

The Group Exercise Manager oversees the group exercise program to meet organizational goals and member needs. This individual helps administer the providing of exercise opportunities for members in a group setting. This is a full-time, exempt position with a normal workweek of 40 hours.

Essential Functions:

1. Develops class schedule according to member needs, periodically changing schedules to provide variety. Schedules instructors for classes. Continuously monitors special programs to determine if they meet organizational goals and member needs; identifies opportunities for improvement and collaboratively initiates changes.
2. Stays current with trends in special programs through attendance at workshops, reading professional journals and networking with other fitness leaders.
3. Participates in interviewing candidates; recommends selection of candidates. Trains, or directs the training of new employees to ensure they are properly prepared to perform their duties; identifies and provides training needs on an ongoing basis. Coaches employees, giving timely feedback.
4. Plans and implements internal and external events regarding special program classes.
5. Prepares, or directs the preparation of weekly and monthly reports on special program activities. In conjunction with the Fitness Manager assists in preparing fiscal year budgets. Works to attain budget objectives.
6. Conducts a maximum of 4 special program classes per week in order to maintain teaching skills and instructional techniques. Performs the duties of a Special Program Instructor as necessary.
7. Work with GM and other staff to identify quarterly and annual goals and objectives.
8. Manage the fencing program.
9. Develop "paid in" programs to benefit the facility on a continuous, as needed, basis.
10. Inventory and purchase equipment for studios.
11. Participates as Manager on Duty (MOD) as assigned.
12. Assists in preparing the fiscal year budget.
13. Performs other duties as assigned.

Supervision:

Supervises all part-time Group Exercise instructors.

Education and Experience:

- Bachelors Degree in Exercise Science, related field, or equivalent combination of education and experience required.
- Three years experience in the fitness industry, including varying group exercise instruction required.
- Administrative and/or supervisory experience required.
- Certification through an approved group exercise certification board required.

Salary & Benefits Information:

Starting Salary Range: \$56,000 - \$70,000 annually, depending on experience and qualifications.

Benefits Provided:

- Medical Insurance (Blue Cross)
- Dental Insurance (Delta Dental)
- Vision Insurance
- Life Insurance
- Flexible Spending Account, Dependent Care Account, Commuter Account
- Post-employment healthcare account
- 457 account eligibility
- Generous paid time off benefits including paid parental leave
- IMRF Pension Eligibility upon hire
- Complimentary or discounted Park District Facility & Program benefits

Application Deadline: May 30th, 2025

To apply: <https://buffalogroveparkdistrict.applytojob.com/apply/nRj99JSzFM/Group-Exercise-Manager?source=IP>