



Assistant Director - Facility Operations

Centers, LLC - Health, Fitness & Recreation Center

Contact Name: Alex Rich

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Closing Date:

Salary: \$57,000 - \$60,000 / year

Description:

CENTERS, LLC is a professional management firm specializing in facility, operation, and program management for higher education. CENTERS' management approach is customized for each client yet retains our uniform quality. Our firm unites site staff with a centralized administrative team, each contributing to the firm's goals and client needs. The CENTERS team is innovative, entrepreneurial, trail-blazing, and ambitious for both CENTERS and our clients. Today, CENTERS provides management services for 14 clients.

Commitment to the well-being, security, and future of our employees is a priority. View the comprehensive information about the competitive benefits package on our careers page then scroll down to **CENTERS Benefits** (click link to view).

Job Summary

The Assistant Director of Facility Operations will lead the daily operation and management of the Health, Fitness & Recreation Center (FitRec). Responsibilities include managing staff, event scheduling, coordinating preventative maintenance and custodial operations, and liaising with the client's campus operations unit, campus police, and student conduct. With support from direct reports, the Assistant Director of Facility Operations will monitor open recreation, provide excellent customer service, manage events, and enforce facility policies and procedures.

This position will work on-site at our Moraine Valley Community College location in Palos Hills, IL. Opened in 2014, FitRec is a 113,000 sq. ft. building offering users the latest equipment, fitness spaces, and technology. The facility is also the home of Moraine Valley Athletics and several academic programs and courses. The department serves a diverse community of students, faculty/staff, and over 4,000 community members.

Essential Functions:

- Manage space allocation, scheduling and reservation requests; responsible for all logistics related to internal and external reservations
- Develop and maintain the risk management plan, preventative maintenance schedule, operations manual, and facility inspections

- Assist in the development and management of capital, reserve, and operational budgets
- Lead custodial and janitorial operations
- Manage incident and injury report tracking and response
- Oversee policies and procedures development for all areas of responsibility
- Cultivate and establish vendor relationships and procure the necessary supplies and equipment to maintain and operate the facility efficiently and effectively
- Serve as the project manager for select building renovations and/or major physical plant repairs
- submit and track work orders
- Prepares and delivers required and requested reports and data to the client and CENTERS central office

Staff Supervision:

- Hire, train, supervise, evaluate, and provide direction for two full-time professionals and 15-20 part-time employees
- Responsible for approving timecards and preparing necessary documents/reports for bi-weekly payroll

Site Specific Responsibilities:

- Assist the Director in creating the department's strategic and business plans
- Serve as the safety and security expert for the department; review, edit and implement the emergency action plan (EAP) and medical action plan (MAP); coordinate safety and emergency procedures trainings and safety/emergency response skills audits
- Represent FitRec at campus events as needed
- Serve on various committees representing FitRec for both Moraine Valley Community College and CENTERS

Education and Experience:

- Bachelor's degree or 6 or more years of work experience required; Master's preferred
- Experience working in higher education, recreation, or sports
- At least 3 years demonstrated experience within facility operations
- Current American Red Cross CPR/AED/FA certification (or willing to obtain)
- Current American Red Cross CPR/AED/First Aid Instructor certification (or willing to obtain)
- Current Certified Pool Operator certification (or willing to obtain)
- Experience using facility management software such as ClubAutomation or RecAutomation preferred

Skills and Abilities:

- Leadership and supervisory abilities
- Ability to work as part of, and lead a team that collaborates effectively with colleagues
- Ability to prioritize and meet deadlines
- Entrepreneurial spirit and enthusiasm
- Analytical skills to: identify problems, assess alternatives, and render consistent, logical decisions
- Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyle choices

CENTERS is an Equal Opportunity Employer