



## **Recreation Supervisor – Fitness & Facilities**

### **Morton Grove Park District**

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**Closing Date:** 2025-10-05

**Salary:** \$64,000 - \$69,000

#### **Description:**

#### **Recreation Supervisor – Fitness & Facilities**

##### **Job Description**

The Recreation Supervisor – Fitness & Facilities is responsible for directly overseeing all day-to-day operations of Club Fitness and supervising district facility operations and rentals. This position is responsible for hiring, training, supervising, and evaluating all Club Fitness staff. Additionally, the Recreation Supervisor ensures efficient facility use, rental coordination, and proper scheduling. The Recreation Supervisor is a full-time employee whose work week may exceed 40 hours and include evenings and weekends.

##### **Qualifications:**

- BA/BS in Parks and Recreation, Physical Education, Facility Management, or a closely related field from an accredited college or university.
- Minimum of three years of supervisory experience, preferably in recreation, fitness, or facility operations.
- Experience with facility scheduling, rentals, and event logistics preferred.
- RecTrac experience strongly preferred.
- Must possess highly effective interpersonal skills, sound judgment, problem-solving ability, and excellent communication skills.
- CPRP certification required within one year of hire.
- CPR/First Aid/AED required (training provided if necessary).

##### **Immediate Supervisor:**

The Recreation Supervisor – Fitness & Facilities is responsible to the Superintendent of Recreation.

##### **Essential Functions:**

##### **Fitness Operations:**

- Manage day-to-day operations of Club Fitness.
- Ensure all fitness equipment is properly maintained, safe and operational along with overseeing the cleanliness and organization of the facility.
- Develop and implement marketing plans to attract new members and promote fitness programs.
- Complete programming for fitness area from development to evaluation.
- Hire, train, schedule, and evaluate all Club Fitness staff.
- Maintain and control merchandise inventory.

- Prepare and monitor the fitness operations budget.
- Develop monthly newsletters and communications.
- Submit monthly usage reports to insurance-based programs.
- Maintain internal cash controls and proper accounting procedures.

### **Facility Operations & Rentals:**

- Oversee daily operations and scheduling of Prairie View Community Center
- Manage and coordinates facility including communication with Rental Coordinator and Building Foreman as it relates to renters, layout logistics, staff scheduling, and set-up/clean-up.
- Act as manager-on-duty during rentals and special events, including weekends and holidays as needed.
- Ensure all facility rental operations are accurately tracked and recorded in RecTrac.
- Support event and program setups, including logistics and on-site supervision when necessary.
- Work collaboratively with maintenance and custodial teams to ensure facilities are clean, safe, and properly arranged.
- Oversee Guest Services and Maintenance

### **Marginal Functions:**

- Promote and market fitness and facility offerings across multiple channels.
- Participate in safety and internal committees as needed.
- Respond to public inquiries and concerns regarding facility or fitness programming.
- Perform all job tasks within the rules and guidelines of the District's safety program.
- Other duties as assigned.

### **Psychological Considerations:**

Must be able to remain calm and professional when resolving staff, patron, or facility-related issues. This employee must maintain a customer service mindset, especially in high-stress or time-sensitive situations.

### **Environmental Considerations:**

Work may occur indoors or outdoors in a variety of conditions.

### **Cognitive Considerations:**

Must possess strong organizational skills, an ability to multi-task, and excellent problem-solving abilities. Must be detail-oriented and capable of prioritizing tasks under pressure.

### **Benefits:**

Excellent benefits package, including paid holidays and time off, health, dental, and vision insurance, life insurance, voluntary life insurance options, a defined benefit pension plan (IMRF), pool and gym membership, and opportunities to participate in recreational programs at free or reduced rates.

**Exempt: Salary Range \$64,000 - \$69,000**