



## **Full Time ASFC Fitness Manager**

Glen Ellyn Park District

**Contact Name:** Brad Thomas

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**Contact Phone:** 630-317-0134

**Closing Date:**

**Salary:** \$52,000 - \$55,000 DOQ

### **Description:**

#### **JOB SUMMARY**

The Ackerman SFC Fitness Manager is responsible for overseeing the daily, seasonal, and yearly operation of the Ackerman SFC Fitness Center. This includes group exercise, personal training and fitness programming as well as fitness center operations. Responsibilities include customer service, staffing, scheduling, budgeting, sales, program development, organizing, publicizing, and safety of all assigned areas, programs, special events, maintenance of fitness equipment and other services to promote health and fitness to members and the community. This position will recruit, hire, train, and manage part-time staff including Fitness Custodians. Responsible for member recruitment and retention which includes member appreciation days, regular incentive activities, promotions, holiday specials, facility tours, and follow up along with other relevant programs.

This position is also responsible for creating, leading, and managing fitness programming opportunities. Conduct ongoing analysis of membership status to identify trends and respond in a proactive and timely manner. It is important to be fully aware and knowledgeable of market competition and industry trends and standards and proactively adjust accordingly. Other shared duties and opportunities include updating brochure/activity guide, public relations/marketing, staff training, performance management, program instruction, purchasing, inventory and equipment maintenance, and other duties as assigned.

Lastly, the Fitness Manager is a member of the Ackerman SFC leadership team and is expected to be knowledgeable and engaged in all facets of the facility operation under the direction of the Facility Manager. This position will serve as Manager on Duty for assigned shifts and in the absence of the Facility Manager and/or Assistant Facility Manager. This is an at-will position.

#### **EDUCATION, QUALIFICATIONS, KNOWLEDGE, AND ABILITIES**

- The ideal candidate will be self-motivated, resourceful, creative and have an outgoing personality.
- Possess a strong interest in health and fitness with a bachelor's degree from an accredited college or university in Recreation, Kinesiology, Physical Education, or a related field is required, or an equivalent combination of education, training, and experience.
- At least three years of experience in a supervisory capacity is required, with some preferably in a fitness center.
- Experience and understanding of recreation administration and programming, customer service, budgeting, personnel procedures, and safety, are required.
- Previous instruction and/or coaching experience is required.

- A nationally certified group exercise instructor in at least three areas of group fitness is preferred.
- Personal Training certification from an accredited program is also preferred with experience working with clients in a one on one and group setting a plus.
- Must be a continuous learner and remain current on industry standards, best practices, and trends.
- Previous facility management experience is desired, with the ability to respond calmly and effectively under pressure and in difficult situations.
- Excellent customer service skills with an emphasis on building relationships with members. Holding strong communication skills in both verbal and written format.
- Actively build and retain personal training clients.
- Streamline fitness orientation operations through administrative organization.
- Provide support to certified fitness staff through active listening of feedback, supplying equipment, and managing facility space to accommodate class needs and development.
- Strong computer skills with proficiency in Microsoft Office and recreation management software is required, with aptitude to learn and use other systems/applications. ActiveNet experience is a plus.
- Effective problem solving, analytical, and budgeting skills with a desire to explore/expand revenue generation and alternate funding options.
- Highly organized with attention to detail and the capacity to be flexible, multi-task and manage multiple projects and deadlines with shifting priorities in a busy, fast-paced environment.
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire.
- Possess strong safety awareness and utilize sound judgment in all aspects of this position.
- Capacity to work independently and as part of a team is essential.
- Professional and approachable with a desire to build lasting relationships and partnerships with staff, members, athletic organizations, local schools, and community groups/services.
- Available to work a flexible schedule including evenings and weekends to monitor operations, run or support special events, etc.
- Must have a valid IL Driver's License and reliable transportation to and from work.

## **BENEFITS**

- Health Insurance (HMO or PPO medical option), dental, vision, and prescription coverage following 30 days of employment. Employee contribution for HMO is 8% and PPO is 13% while the District pays the remainder.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account with Medical and Dependent Care pre-tax payroll deductions.
- Employer Paid Life Insurance with additional voluntary options as well.
- Paid Time Off - including vacation, sick leave, 9 holidays, and 4\* floating holidays. (*\*prorated first year*)
- Four weeks of paid Paternity/Family Care Leave following one year of FT employment.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional Membership and Development opportunities.
- Recognition Incentives throughout the year and potential for year-end bonus.
- Tuition Reimbursement Program eligibility following one year of employment.
- Refer a friend that is hired, and both receive \$50 after 30 days of employment in good standing.

*To apply, please complete an online application on our website and include a resume and cover letter. For questions, please contact Brad Thomas, ASFC Facility Manager, at [bthomas@gepark.org](mailto:bthomas@gepark.org). Thank you!*

*The Glen Ellyn Park District is a local governmental agency serving all residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to “foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future.” We welcome you to apply to become a part of our great TEAM!*