



## **Fitness Supervisor**

Park District of Highland Park

**Contact Name:** Paulina Martinez

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**Closing Date:**

**Salary:** \$63,000.00-\$71,890.00

**Description:**

We have an immediate opening for a full-time Fitness Supervisor. The position pays \$63,000 - \$71,890 depending upon qualifications and offers great benefits. As the Fitness Supervisor you will lead our Group Fitness Professional Team, create and launch new innovative programs, and have opportunities to grow within our organization. If you are an experienced, multi-formatted group fitness professional looking to take the next step in your career within a supportive, well-established Park District that values its employees, apply today!

**Essential Duties and Responsibilities:**

- Manage and maintain the Group Exercise Program, Pre-Registered Fitness Classes, and Fitness-Related Events at Park Fitness and other Park District facilities, including year-round programming at the Rosewood Beach Interpretive Center.
- Supervise part-time Group Exercise and Specialty Program Instructors
- Lead a minimum of four (4) group exercise classes per week – teach with mic-on, lead-to-follow classes
- Lead Group Fitness social media efforts, creating and managing content that reflects programming, celebrates instructors and participants, and drives online engagement. Partner with Marketing to ensure alignment with District branding
- Plan and implement fitness events, wellness challenges, workshops, and promotional initiatives to boost visibility and foster member engagement.
- Create and launch innovative programs that keep our community moving!
- A chance to make a real impact in a thriving fitness community!
- Perform other duties as assigned.

**Education and/or Experience:** Bachelor's degree from a four-year (4) accredited college or university or supplemented by at least three (3) years of relevant experience in facility or program management. Minimum of three (3) years of experience organizing group exercise or community fitness programs is required. Prior customer service-related experience required. Minimum of one (1) year of staff oversight or leadership experience preferred. Experience with recreation management software (such as Rec Trac, GroupEx Pro, Paycom) is a plus.

**Required Skills/Abilities:**

- Current nationally accredited Group Fitness certification (e.g., ACE, NASM, AFAA).
- Minimum of two (2) specialty certifications in group fitness formats (e.g., yoga, cycle, Pilates).
- CPR/AED certification required (or must obtain upon hire).
- Strong knowledge of fitness instruction, staff development, and wellness program trends.
- 3+ years of group fitness instructor work experience in multiple formats
- Excellent Interpersonal, communication, and customer service skills.
- Proficient in Microsoft Office and social media platforms.
- Ability to create engaging, branded, and responsive digital content for member communication.
- Strong organizational skills and attention to detail in fast-paced environments.

**Wage Range:** \$63,000.00-\$71,890.00 annually

**Classification:** Full-Time, Exempt

**Physical Requirements:** Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Frequently required to stand, walk, and grasp/manipulate and/or reach with fingers, hands and arms.
- Frequently required to sit, talk or hear.
- Frequently required to stand, walk, and grasp/manipulate and/or reach with fingers, hands and arms.
- Regularly demonstrate and perform exercises specific to the assigned class.
- Regularly demonstrate and perform aerobic, strength, and mobility activity for duration of a class, which may include, but not limited to; standing, walking, climbing, balancing, bouncing, jumping, running, cycling, stepping, rowing, pushing, pulling, crawling, and kneeling and crouching.
- Regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Working Conditions:** While performing the duties of this job, the employee regularly works in an indoor and fitness center office and is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and occasionally loud with fitness instructor. The employee will be regularly exposed to indoor physical fitness activity instruction. The employee occasionally works near moving mechanical parts and is occasionally exposed to vibration.

**Benefits:** The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- 4 Weeks Paid Maternity/Paternity Leave
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Eight (8) Paid Federal Holidays
- Paid Vacation

- Two (2) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Raquet Sports, and Ice Skating.

***The Park District of Highland Park is an Equal Opportunity Employer***

**Apply at:** Fitness Supervisor