



Fitness Center Manager

City of Lake Forest

Contact Name: Maria Pietrzak

Contact E-mail: pietrzakm@cityoflakeforest.com

Contact Phone: 847-810-3531

Closing Date:

Salary: \$22.00 - \$25.00 Hourly

Description:

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The Fitness Manager is responsible for the daily oversight of fitness operations, staff supervision, and member experience within the fitness center. This role ensures a safe, welcoming, and well-maintained environment while supporting high-quality fitness programming and customer service.

Examples of Duties

- Supervise and support fitness front desk staff, personal trainers, and instructors as assigned
- Ensure a positive, professional experience for all members and guests
- Monitor fitness floor operations, including equipment use and member safety
- Enforce facility policies, procedures, and safety standards
- Assist with staff scheduling, training, and performance feedback
- Respond to member concerns, incidents, and emergencies appropriately
- Maintain cleanliness and organization of fitness areas and equipment
- Support fitness programs, special events, and promotions as needed
- Complete administrative duties such as reports, attendance tracking, and incident documentation

Requirements:

- Must be available to work **evenings and weekends**
- Must demonstrate professionalism, reliability, and a team-oriented attitude

Qualifications

- High School Diploma **required**
- College degree in Exercise Science, Kinesiology, Recreation, or related field **preferred**
- Previous experience in a fitness center, recreation facility, or customer service environment preferred
- Supervisory or leadership experience strongly preferred
- Strong communication, organization, and customer service skills
- Ability to multitask in a fast-paced, member-focused environment

- CPR/AED/First Aid Certification **required** (or ability to obtain upon hire)
- Ability to lift and move up to **50 pounds**
- Ability to stand, walk, and actively monitor fitness areas for extended periods