



## **Assistant Director - Fitness and Recreation Programs** **CENTERS @ Harper College**

**Contact Name:** Julie Bearden

**Contact E-mail:** [jbearden@harpercollege.edu](mailto:jbearden@harpercollege.edu)

**Contact Phone:** 847-925-6801

**Closing Date:**

**Salary:** \$52,000 - \$60,000

### **Description:**

The Assistant Director - Fitness and Recreation Programs provides leadership, strategic direction, and oversight for Harper Campus Recreation's fitness and recreation operations. Areas include fitness floor management, group exercise, personal training, intramurals, open/scheduled recreation, and fitness events.

This position will work on-site at our Harper College location. Harper College is one of the nation's premier community colleges and one of the largest, serving approximately 26,500 students annually in Chicago's northwest suburbs. Membership to the Health and Recreation Center is available to Harper students, employees, and the surrounding community. The Health and Recreation Center is a new state-of-the-art 135,000 square foot facility and is managed by the Department of Campus Recreation.

### **Responsibilities:**

- Lead, implement, and evaluate comprehensive group exercise, personal training, fitness testing, intramural programs, and fitness special events
- Manage the daily operations of the fitness floor, including but not limited to staffing and equipment cleaning
- Oversee fitness floor equipment, including reporting, tracking, and scheduling repairs
- Responsible for the preparation, forecasting, and monitoring of income and expense budgets for the fitness and recreation areas; set fees and revenue targets
- Purchase, inventory, and maintain all spaces and equipment for assigned program areas
- Collaborate with building and campus partners, along with the community, to promote programs
- Assess the effectiveness and satisfaction of programs and services
- Create a sense of belonging and community for participants and staff within assigned program areas
- Develop and revise administrative policies and procedures within the areas of responsibility
- Prepare and deliver required and requested reports and data to the client and CENTERS central office
- Participate in CENTERS meetings and trainings, setting CENTERS standards for operation and innovation

## **Staff Supervision:**

- Recruit, hire, train, supervise, and evaluate part-time student fitness floor staff, group exercise instructors and personal trainers – approximately 10-35 employees
- Create, encourage, and support professional development opportunities for staff, including professional association involvement, training programs, and individual mentoring
- Responsible for approving timecards and preparing necessary documents/reports for bi-weekly payroll
- Ensure student, instructor, and personal trainer compliance with all required certifications

## **Site Specific Responsibilities:**

- Cover open shifts as needed within assigned program areas
- Adjust schedule to work evenings/weekends to support assigned program areas and events
- Oversee program registration systems and ensure efficient participant processing
- Work with colleagues to produce program area marketing collateral and plans
- Work with colleagues on facility scheduling and fitness space operations
- Assist with outreach and promotion

## **Qualifications**

### **Education and Experience**

- Bachelor's degree or 6+ years of work experience required; Master's preferred
- Experience working in a collegiate/community recreation environment
- Previous experience in personal training or teaching group fitness classes
- Previous staff supervision experience
- Current accredited group fitness instructor or personal training certification
- At least three years of fitness programming experience preferred

### **Skills and 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

Ability to build relationships and communicate with a variety of participants and colleagues

CENTERS is an Equal Opportunity Employer.

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.

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).