



## **Assistant Facility Manager**

Vernon Hills Park District

**Contact Name:** Shona Hedke  
**Contact E-mail:** shonah@vhparkdistrict.org  
**Contact Phone:** 847-996-6832  
**Closing Date:**  
**Salary:** Hiring range \$56,000-\$65,000/year

### **Description:**

#### **SUMMARY**

Under the direction and supervision of the Recreation Facilities Manager, the Assistant Facility Manager will be responsible for the supervision, planning, and evaluation of all aspects of the day-to-day operations of the fitness center. In addition, this position will be responsible for ensuring the continued growth of programs and memberships at the fitness center. Essential job functions relate to Lakeview Fitness, unless otherwise specified.

#### **QUALIFICATIONS**

A Bachelor's degree in parks and recreation, exercise science, kinesiology, health/wellness, physical education, or a closely related field is preferred with two years of experience in a position with similar responsibilities, supervisory experience; or an equivalent combination of education and experience accepted (4 years combined education/experience).

Position requires strong people and customer service skills and the ability to communicate effectively with the staff and public while efficiently multitasking. The ability to follow through on detailed work and solid computer skills are required. The successful candidate must be enthusiastic, confident, and able to project a professional appearance.

CPRP certification is required, when eligible, based on NRPA experience requirements. CPR/AED certification or be willing to complete CPR/AED training within the first 60 days of employment required.

For the full job description and to apply, please visit:

<https://www.paycomonline.net/v4/ats/web.php/portal/598E995E3E8EE1D1C2D429A67B9439C7/jobs/65468>