



Fitness Supervisor

Dundee Township Park District

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Closing Date:

Salary: \$53,000- 63,000

Description:

Are you a driven, hands-on leader passionate about fitness, wellness, and delivering exceptional member experiences?

The Dundee Township Park District is seeking an energetic and organized Fitness Supervisor to oversee the daily operations of our Randall Oaks and Rakow Fitness Centers. In this key leadership role, you will guide programming, membership growth, staff development, and facility operations while helping shape a welcoming, safe, and results-driven fitness environment for our community.

Why Join Us?

At Dundee Township Park District, we are committed to enriching lives through recreation, wellness, and community engagement. As the Fitness Supervisor, you will play a vital role in leading two fitness centers and driving the success of our wellness programs. Make an Impact: Lead fitness operations, programs, and staff that directly serve and strengthen our community. Leadership Role: Supervise a large, diverse team and shape the culture of our fitness operations.

Growth Opportunities: Work in a dynamic recreation environment with opportunities for professional development and innovation in wellness programming.

What You'll Do:

- Direct daily operations of the Randall Oaks and Rakow Fitness Centers, ensuring high-quality guest service and efficient facility management
- Lead membership sales, program development, and revenue-generating initiatives to meet or exceed budget goals
- Recruit, hire, train, schedule, supervise, and evaluate fitness staff including coordinators, trainers, attendants, and instructors
- Oversee personal training, group exercise, and wellness programming, ensuring quality and participation growth
- Develop and implement policies, procedures, and in-service trainings to ensure a safe and well-maintained facility
- Maintain fitness equipment inventory and oversee preventative maintenance and facility appearance
- Create marketing materials, newsletters, and program promotions in collaboration with internal departments

- Analyze program performance, prepare reports, and recommend improvements to enhance operations and participation
- Manage partnerships including corporate memberships, insurance-based wellness programs (Renew Active and SilverSneakers), PDRMA wellness coordination, and NISRA programming
- Organize and execute special events such as the annual Winter Frozen Oaks 5K
- Ensure compliance with all district policies, safety standards, and applicable regulations
- Support cross-department collaboration and contribute to overall park district goals

What You Bring:

Experience:

- Bachelor's Degree in Exercise Science, Kinesiology, Parks & Recreation, or related field required
- Minimum of 2 years of experience in fitness department management or related supervisory role

Skills & Abilities:

- Strong leadership, organizational, and project management skills
- Ability to supervise large, diverse teams in a fast-paced environment
- Strong sales, membership growth, and program development experience
- Excellent written and verbal communication skills
- High attention to detail with ability to manage multiple priorities
- Strong problem-solving skills and ability to remain calm in high-pressure situations
- Bilingual (Spanish/English) preferred

Technical Skills:

- Proficiency in Microsoft Office Suite
- Experience with RecTrac 3.1 preferred

Additional Requirements:

- Current CPR/AED/First Aid certification or ability to obtain within 3 months
- Valid driver's license
- Knowledge of fitness equipment and general health/fitness principles
- Ability to work flexible hours including evenings, weekends, and occasional extended hours

Hours Standards: This is a full-time exempt position averaging 40 hours per week, typically Monday through Friday, 8:30 a.m. to 5:00 p.m. Hours may be adjusted based on operational needs. Occasional evenings, weekends, holidays, and extended hours may be required. This position may require working beyond 40 hours during peak operational periods or special events.

Perks & Benefits:

In exchange for your time and talent, we offer a comprehensive benefit package, including:

- Medical insurance plan options (defined contribution)
- Dental and vision insurance
- District-paid life insurance with optional supplemental coverage
- IMRF pension participation (retirement, disability, and survivor benefits)
- Paid vacation, personal days, sick leave, holidays, and bereavement leave
- Employee Assistance Program (EAP)
- Flexible spending accounts (medical and dependent care)
- Deferred compensation retirement savings plan
- Free family membership to District facilities
- Discounts on programs, merchandise, and concessions
- Educational assistance and professional development opportunities
- Professional membership support
- Wellness incentive programs and employee engagement activities

- Service awards and recognition programs
- Access to additional employee resources and credit union benefits

Join Our Team!

If you're ready to lead a dynamic fitness operation and make a meaningful impact in your community, we encourage you to apply. Join us in promoting health, wellness, and active lifestyles for all residents.

Apply Today: <https://dtpd.bamboohr.com/careers/92>