



Assistant Director - Fitness and Wellness

Centers, LLC - Health, Fitness & Recreation Center

Contact Name: Alex Rich

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Closing Date:

Salary: \$60,000 - \$62,700 / year

Description:

The Assistant Director - Fitness & Wellness Services is responsible for developing and implementing fitness programs and services at the Health, Fitness & Recreation Center (FitRec) at Moraine Valley Community College. This position supervises one full-time professional staff member and 30–40 part-time employees. Key responsibilities include overseeing group fitness programs, personal training, stretch coaching, nutrition coaching, fitness orientations and assessments, and wellness education seminars. In addition, this role supports all fitness-related departmental programs, including special events, instructional programs, and campus engagement initiatives.

This position is based on-site at Moraine Valley Community College in Palos Hills, IL. Opened in 2014, FitRec is a 113,000-square-foot facility that offers users state-of-the-art equipment, fitness spaces, and technology. The facility also houses Moraine Valley Athletics and several academic programs and courses. The department serves a diverse population of students, faculty, staff, and more than 4,000 community members.

Responsibilities

- Develop and implement fitness programs and services, including group exercise, personal training, equipment orientations, fitness assessments, and wellness education seminars.
- Coordinate, lead, and support all fitness-related events, ensuring effective planning, promotion, and execution.
- Provide leadership and oversight aligned with the department's mission and goals.
- Develop and revise administrative policies and procedures within areas of responsibility.
- Prepare and deliver required and requested reports and data to the client and CENTERS central office.
- Oversee the preparation, forecasting, and monitoring of income and expense budgets for fitness and wellness operations; establish fees and revenue targets.
- Purchase, inventory, and maintain equipment and supplies for assigned programs.
- Collaborate with campus departments to develop and implement fitness and wellness programs.
- Assess program effectiveness and participant satisfaction related to services and facilities.
- Assist in developing and executing marketing plans for fitness and wellness programs and services.
- Provide customer service to patrons, including assistance with program registration and proactive communication.

- Manage all aspects of fitness and wellness programs using member management software, including registrations, package sales, and individual sessions.

Staff Supervision

- Recruit, hire, train, schedule, supervise, evaluate, and provide direction to the Coordinator of Programs and 30+ part-time trainers.
- Coordinate and lead staff training sessions.
- Approve timecards and prepare required documentation for bi-weekly payroll processing.
- Ensure staff maintain required certifications and credentials.
- Promote and support professional development opportunities, including association involvement, training programs, and individual mentoring.

Site-Specific Responsibilities

- Work non-traditional hours as needed, including early mornings, evenings, and occasional weekends.
- Represent FitRec at campus events.
- Serve on committees representing FitRec for both Moraine Valley Community College and CENTERS.

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
- Knowledge of standard practices and demonstrated experience in recreational sports
- Certification in personal training by ACE, ACSM, NASM, AFAA or NSCA required; group fitness certifications preferred.
- At least three years of fitness programming experience preferred

Skills and Abilities:

- Leadership and supervisory 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

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