



Recreation Manager - Centennial Recreation Center

Addison Park District

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Closing Date:

Salary: \$64,000.00 - \$72,000.00

Description:

Join the Addison Park District Team as our new Recreation Manager - Centennial Recreation Center

Job Summary

Under the direction and supervision of the Superintendent of Recreation and Revenue Facilities, the Recreation Manager of Centennial Recreation Center is responsible for all fitness programs, fitness center special events, fitness center operations, aquatic operations, membership operations, and the profitability of the Club Fitness Center. In addition, this position requires a strong ability to manage a team, be self-motivated, possess good time management skills, and the ability to relate and motivate all team members and clients.

Work Hours: Monday – Friday 8:30 am – 5:00 pm. The manager is “on call” as needed, with the expectation of night or weekend work during urgent situations, scheduled maintenance, or special events, etc. This is an at-will position.

Primary Duties:

- Acts as building manager for Centennial Recreation Center, which houses Club Fitness. Duties include responding to security alarm notifications and urgent building situations that affect the operations of the facility.
- Responsible for the supervision and operation of the fitness center and aquatic center, including, but not limited to, staffing, scheduling, monitoring, budgeting, financial tracking, facility & equipment maintenance.
- Responsible for writing and executing the Fitness Equipment Plan, including but not limited to purchasing, equipment replacement, equipment enhancements, and equipment maintenance.
- Responsible for writing and executing a business plan for the fitness and aquatic center.
- Oversees purchasing for all equipment and supplies associated with the fitness and aquatic center.

- Engage within the community to promote (and encourage staff to promote) the Addison Park District's Club Fitness memberships, programs, special events, and services.
- Organizes, plans, schedules, manages, and executes all functions of fitness and aquatic center operations.
- Coaches leads, and implements the District's Mission, Vision, and Core Values into the daily operations of the fitness and aquatic centers. Develops and implements new and existing fitness programming to meet the needs and trends of the fitness industry.
- Oversee all aspects of the personal training program, including partnership with NESDRA, by staffing, monitoring, budgeting, and financial tracking as needed.
- Supervises full-time Club Fitness Operations Supervisor, as well as seasonal and part-time staff, by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition, and discipline.
- Prepares and communicates written and verbal reports for management staff and Board regarding their responsibility area using research, data, and supporting information.
- Coordinates scheduling of programs and events with appropriate managers, supervisors, and coordinators.
- Develops and maintains effective relationships with internal and external customers through oral and written communications.
- Assists in customer service, which includes, but is not limited to, addressing customer issues, comments, complaints, behavioral plans, membership suspensions, and general concerns. This may involve, in person, over the phone, or via email.
- Seasonally and annually evaluates assigned programs, services, and areas of operation.
- Employee must complete the necessary PDRMA forms for accidents and incidents.
- Performs all job tasks within the rules and guidelines of the Addison Park District's safety program, including, but not limited to, maintaining safety records and materials for health department, audits, and PDRMA evaluations for the fitness center and aquatics center.
- Assists in the recruiting and onboarding process by hiring, training, supervising, and evaluating staff, including, but not limited to, accurately completing all required paperwork on staff.
- Communicate with the Park department staff for the safety and maintenance of facilities, ensuring successful passing of all health department and certification audits/inspections, including but not limited to the fitness and aquatic centers.
- Prepares, monitors, and evaluates budgets for programs, services, and facilities.
- Prepares and proofs seasonal materials and information for brochure, website, and registration.
- Required to instruct CPR and First Aid Classes quarterly, or as needed. Other duties as assigned.

Required Qualifications:

- Must have a bachelor's degree in Parks & Recreation Administration, Physical Education and/or associate's degree with concentration in Fitness or related field.
- Minimum of three (3) years of full-time experience in managing fitness center programs and facilities.
- Must have 3 years of supervisory experience.
- Must complete company-provided Medic First Aid Pediatric Plus Instructor Certification within 6 months of hire.
- Must have a valid Driver's License and pass Driver's abstract background.

Benefits:

As a full-time Addison Park District employee, eligible employees receive a comprehensive benefits

package including:

- Competitive Group Insurance benefits including health, life, dental and vision plans.
- 12 days of paid vacation time annually
- 12 days of paid sick time annually which carryover year to year.
- 3 paid personal days per year.
- 9 paid holidays per year and 4 paid floating holidays
- Pension plan through IMRF.
- Deferred Compensation Program – voluntary supplemental retirement plan.
- Federal Public Service Loan Forgiveness Program eligibility.
- Recreation Programming Benefits

Full Job Description and Direct Application Found here:

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