



Pavilion Fitness Manager

Elk Grove Park District

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Closing Date:

Salary: \$65,900.00 - \$76,318.00

Description:

All applicants must apply online <https://elkgrovecparks.bamboohr.com/careers/373>

JOB SUMMARY

Responsible for the overall management and operation of the Pavilion Fitness Center and related programs. Key responsibilities include: development of fitness department goals and vision, staff leadership and training, development of fitness programs and special events, general fitness facility operations, member services, management of assigned budgets and financials, and oversight of equipment purchases and maintenance.

ESSENTIAL JOB FUNCTIONS

- Coordinate and develop fitness and wellness programs and services by leading, managing, and supporting one full time and several part-time personnel. Responsible for hiring, overall training, scheduling, coaching, supervision and evaluation of staff.
- Manage benchmarking processes to enhance existing profit centers and to add new ones.
- Research area facilities to maintain accurate records of competitive analysis data, which includes but is not limited to membership prices, facilities, amenities, staffing and salaries.
- Supervise and assist the Fitness Maintenance team with repairs, evaluation of equipment and, if necessary, the relocation and/or removal of equipment.
- Oversee financial management of fitness and wellness operations. Prepare and monitor department budgets. Manage employee payroll.
- Responsible for the development of future vision and plans, such as a 10 year equipment replacement and purchasing plan.
- Develop and maintain the Pavilion Fitness Manager process manual to illustrate duties and procedures.
- Develop and manage written reports as assigned, including a monthly update which highlights information on programs and services, a quarterly update on the status of departmental goals, monthly membership, and financial analysis.
- Develop, promote and measure methods of providing service reliability and satisfaction through the use of surveys, focus groups, direct consumer contact, etc.

- Develop and oversee effective methods of communicating information on programs, services, policies, procedures, schedules, etc. to the staff and the general public. Collaborate with marketing regarding fitness signage, bulletin boards and displays.
- Retain and recruit fitness members and program participants by working with staff to develop and implement strategies and goals.
- Develop and implement corporate membership and sponsorship programs.
- Develop and implement Fitness related special events.
- Work collaboratively with the Aquatics Manager on communication of hours of services and amenities offered to Fitness Center members.

OTHER JOB FUNCTIONS

- Perform the job safely and in compliance with district policies, procedures, work and safety rules.
- Develop and maintain cooperative relationships. Maintain effective oral and written communications with internal and external customers.
- Maintain good housekeeping and organization for assigned areas.
- Participate in other Park District teams.
- Assist in directing or responding to on-line questions or comments.
- Maintain open communication with staff and be able to answer questions during off duty hours.
- Participate in assigned district training, such as PDRMA and safety procedures.
- Participate in staff meetings as assigned.
- Adhere to all District policies and procedures.
- Prepare for and conduct staff meetings and training, as needed.
- Other duties as assigned.

SPECIAL CONSIDERATIONS

- Work requires a considerable variety of fairly steady active physical exertion with some continuous standing and walking.
- Manual dexterity required for manipulation of tools.
- General work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting.
- Must work around the general population.
- Subject to modified / flexible work schedule.
- Able to work under stressful situations when First Aid or CPR is required, including the ability to respond quickly and accurately to any and all emergencies.
- Physical agility to maintain mobility from site to site.
- Ability to lift up to 50 pounds.

MINIMUM QUALIFICATIONS

- Ability to effectively communicate with internal and external customers.
- Ability to hire, train, supervise, evaluate, and provide leadership to employees.
- Ability to prepare written reports and information, including program summaries, brochures, sales analysis, and process documentation.
- Ability to prepare and manage program budgets and employee timesheets.
- Demonstrate basic computer skills, including the use of Google Suite. RecTrac knowledge is a plus.
- Good knowledge of pertinent safety precautions.
- Ability to maintain positive and effective working relationships with other employees.
- First Aid, CPR/AED Certification must be obtained within 60 days of hire.

EDUCATION AND EXPERIENCE

The above knowledge and skills may be demonstrated by a minimum of four years college credit in an

accredited school with a degree in Recreation or related field. An equivalent combination of education and/or experience may be substituted for the above.

Personal training and/or group exercise certification or knowledge is desirable.

Minimum of three years of supervisory experience in fitness/wellness related field preferred.

Elk Grove Park District is an Equal Opportunity Employer

Summary of Benefits