



Membership Services Supervisor, Full-Time

Park Ridge Park District

Contact Name: Amy Murrin

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Closing Date: 2018-12-10

Salary: \$43,553 - \$54,442 Depending Upon Qualifications

Description:

The Park Ridge Park District has an exciting and unique opportunity to assist with the general operations of the Centennial Fitness Center. Our Center spans over 56,000 square feet as a multi-purpose fitness facility consisting of a Fitness Center, Indoor Aquatics Center, Track, Gymnasium, Racquetball Courts and Programming Rooms and represents a fitness membership base of 4,000!

Description: We are seeking a motivated and creative individual to join our management staff and serve as one of the Facilities' Supervisors who oversees and responds to the overall needs of the operation of the Centennial Fitness Center. Reporting to the Centennial Fitness Center Manager, selected individual will be responsible for maintaining our membership base, recruiting/training/supervising/motivating part-time staff of approximately 30 employees at the front desk and childcare operations. Will also maintain our private locker rentals and open gym schedule. Additional responsibilities include the promotion of new membership as well as retention and modifications of existing memberships such as changes/suspensions/cancellations. Will provide customer service excellence and promote our Districts' programs and services.

Qualifications: This position requires a minimum of two to three years management experience in the fitness arena, customer service experience or closely related field. Must be willing to take initiative and strive to improve our level of service and products. Advanced level written and verbal communication in the English language is required as well as an intermediate knowledge of Microsoft Word and Excel. Must be CPR/AED and first-aid certified or have the ability to become certified (through our district) within one year of employment.

Education: Bachelor's degree in Recreation & Park Administration, Exercise Science, Kinesiology, or alternatively a Bachelor's degree in a related field.

Availability: Hours may vary from week to week and will include two weekday evenings and Saturday. Shifts will entail flexibility to work early mornings, evenings, and weekends as needed. Must be available to work facility specific events and district special events as required.

How to Apply: Click the following link to apply and view full job description

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=11650&clientkey=B0740028DEE3C448CF2AD769B3A4602A>