



Assistant Wellness Manager

Wheeling Park District

Contact Name: Matt Smith

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Closing Date:

Salary: \$45,000 - \$55,000

Description:

TITLE: Assistant Wellness Manager (FLSA Exempt) R 9.18

The Wheeling Park District is seeking an experienced, results-driven Fitness Professional who is energetic, hard-working and motivated. The ideal candidate will have experience building and managing Group Fitness programming and instructors as well as have the capability to effectively oversee Group Exercise, Pilates Reformer Training, and Wellness Programming. This will be a high-energy, active and participative management role that will include directing a staff of 30+ part-timers and managing many interactions with guests on a daily basis. This role requires a proactive leader willing to take initiative and problem-solve. The Assistant Wellness Manager will work closely with both the Wellness Manager and the Superintendent of Recreation Services to continue to provide new programming ideas ensuring balanced offerings of programs for participants of all activity and interest levels.

SUPERVISOR: Wellness Manager

ABOUT US:

The Wheeling Park District manages 19 sites on 329 acres. Recreational facilities operated by the Park District include one undeveloped natural area with a 13 acre lake, nine neighborhood parks, one community/regional park, sports complex with four artificial turf fields, one outdoor aquatic center, one community recreation center, one indoor aquatic center, a fitness center, historical museum, two community gymnasiums (shared with Community Consolidated School District 21), one artificial turf football field (shared with Wheeling High School and co-owned with School District 214) and a championship-quality golf course and banquet facility, as well as a number of softball/baseball diamonds, football and soccer fields, playgrounds, and picnic shelters.

EDUCATION & EXPERIENCE:

Graduate of a college or university accredited by the U.S. Department of Education Bachelor's Degree in Recreation, Fitness Management, Exercise Physiology or closely related field; a minimum of three (3) years of full-time related experience in wellness/fitness center management and programs and supervisory experience with emphasis on providing excellent guest service and sales, or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted. Previous experience in staff supervision.

QUALIFICATIONS:

- Significant knowledge in the areas of exercise and fitness and related equipment/machines.
- Understanding the working knowledge of best business principles, practices, and objectives of revenue generating fitness operations.
- Supervisory experience required.
- Must possess the ability to hire, organize, train, direct and lead the work of subordinate employees for program responsibilities, including in the areas of customer service and sales.
- Must have good oral and written communication skills; ability to work with minimal supervision, to solve problems and produce work on a timely basis.
- Must use sound judgments and be able to make decisions and to function effectively under stress and interruptions.
- Demonstrated initiative, dependability, good judgement, tact, analytical skills, leadership, management activities and the capability to work in a positive manner with the general public, Park District staff and Board of Commissioners.
- Current certifications in Personal Training or Group Exercise Instruction preferred, or ability to obtain.
- Current CPR, AED and First Aid certifications required.
- CPR, AED and First Aid instructor certification preferred or ability to obtain.
- Must be able to read, write and speak in English.
- Must have valid Illinois Driver's License.

SUMMARY:

The Assistant Wellness Manager is responsible for assisting the Wellness Manager in supervising daily functions of the health and fitness operations which include; membership retention, recruitment, group exercise programs individual and small group training, Pilates reformer training, various specialty classes and fitness related special events. This position requires an active and participative management approach and an overall working knowledge of all aspects of the health and fitness operations. The Assistant Wellness Manager is under the direct supervision of the Wellness Manager

but is granted opportunities for independent supervision over staff in related areas of responsibility

HOURS:

The immediate Supervisor shall designate the normal work week to properly perform the duties of the job. The employee shall be considered to be on duty whenever a need exists for their services. This will require non-traditional work hours that will vary depending on the season and workload.

DUTIES AND RESPONSIBILITIES

- In coordination with the Wellness Manager, assists in the development of and implements business plans and vision for the facility.
- Acts as manager on duty in the absence of the Wellness Manager.
- Recruits, trains, schedules, supervises and evaluates part-time staff specific to the customer service desk of the health & fitness center.
- Develops goals, objectives and priorities to direct reports and for facility program areas.
- Assists direct reports in developing specific plans for implementation.
- Monitors to assure desired results.
- Provides exceptional customer service; model and train fitness attendants on membership processes and promotions.
- Plan, coordinate, implement and promote retention/incentive programs for health & fitness memberships.
- Provides general management, administrative and group exercise class substituting support, as needed.
- Ensure Fitness Center and Group Exercise Studios are kept neat and organized and maintain fitness equipment.
- Analyzes and evaluates financial data, usage, industry trends and customer satisfaction.
- Prepares monthly board reports, bi-weekly payroll, program evaluations, annual reports, and any special reports requested by the Wellness Manager.
- Ensures the safety of the facility through staff in-service trainings and maintaining proper CPR/AED certifications for all staff.
- Solicits participant feedback and provides timely response to concerns, comments and questions as well as adjusts and improves programs as necessary in response to the participant feedback.
- Provides orientation to fitness center equipment to patrons, and continues to monitor them.
- In coordination with the Wellness Manager, works with the Marketing and Communications team in

the development and implementation of marketing strategy including publicity, advertising and promotions.

-Purchases, secures and inventories fitness program supplies and equipment within budgetary allowance.

-Utilizes district's computer software and systems applicable to area.

-Assists with facility special events, programs and public promotions.

-Assists the Wellness Manager in the upkeep, general appearance and preventative maintenance of all equipment and properties of the Health & Fitness Center.

-Assists the Wellness Manager with other duties as needed.

-Performs the job safely and in compliance with Park District policies, procedures and safety rules.

-Supports and exhibits the established organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.

-Ensures goals are being met within area of responsibility as well as being a productive team member to achieve department goals.

-Develops a general knowledge of Park District programs to respond to specific questions or direct guests to the appropriate staff members.

-Attends professional conferences and workshops to promote knowledge in related areas of responsibility.

-Performs other duties or special projects as assigned.

-Attends all staff meetings.

SALARY:

\$45,000 - \$55,000 Based on experience

BENEFITS:

In exchange for your time and talent, we offer a generous benefits package including: Medical Insurance: Blue Cross Blue Shield HMO, or PPO, Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), and more.

PLEASE SUBMIT APPLICATIONS ONLINE AT:

<https://www.applitrack.com/wheelingparkdistrict/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=175>