



Racquet & Fitness Club Manager

Homewood-Flossmoor Park District

Contact Name: Debbie Kopas

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Closing Date:

Salary: Starting range \$81,000 to \$95,000 DOQ

Description:

The Racquet & Fitness Club Manager is responsible for the planning, organization and supervision of the indoor racquet and fitness facility and related programs. The Manager will supervise a staff of full and part-time employees and be an integral member of the district's administrative team. The Manager will:

- Develop and promote a broad spectrum of diverse activities and services for all segments, groups, ages and interest levels of the community
- Evaluate staffing needs (including recruitment, hiring, training, and evaluation) and make adjustments within the department
- Prepare and administer annual budget for the facility
- Monitor monthly financial results of facility, adapt as necessary and make recommendations for changes as needed
- Interpret member and community needs and deliver programs and services to meet those needs
- Periodically review and evaluate facility, programs and services
- Monitor the condition of the facility and make recommendations for minor and major repairs, renovations, and improvements
- Oversee the program evaluation process and recommend modifications of existing programs and services or the introduction of new programs and services
- Prepare and/or direct the preparation of board summaries, monthly reports, and periodic and special reports
- Approve and oversee facility use requests
- Work closely with Marketing Department
- Prepare bids for outsourced projects
- Promote, organize and stimulate good relationships with community, interest groups and agencies serving the area
- Collaborate with other local agencies on joint projects, events and programs

The ideal candidate will possess a Bachelors or Masters Degree in Parks & Recreation, Sports Management or Facility Management plus over five years of progressive supervisory experience in facility management or related field.

The full job description may be viewed at www.hfparks.com. Comprehensive benefit package offered.

Applicants should apply online and include a letter of interest and resume.