Health & Fitness Manager

Bartlett Park District

Contact Name: Catalina Rodelo
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Closing Date:
Salary: $66,000 - $70,000, DOQ

Description:

ABOUT US

Bartlett Park District is a unit of local government that provides exceptional parks, programs and facilities for our community. The District maintains 611 acres of land within 44 parks. The District owns and operates Bartlett Community Center, which contains amenities including **LIFE**CENTER Health & Fitness Club, The Oak Room, and Splash Central Indoor Aquatic Center. Other District facilities include Barracuda Bay Water Park, Apple Orchard Golf Course (9-hole), Bartlett Nature Center, and Donald H. Schrade Gymnasium. Bartlett Park District also owns and operates historic Villa Olivia, which offers an 18-hole golf course, event venue, and winter sports operation. Bartlett Park District is an Illinois Distinguished Accredited Agency and two-time National Gold Medal finalist that inspires our community to discover the extraordinary, dream what is possible, and create memorable experiences.

JOB SUMMARY

The Health & Fitness Manager is responsible for the overall management and operation of **LIFE**CENTER Health & Fitness Club. This includes planning, coordinating, and control of all operational and program functions and the supervision as they relate to the **LIFE**CENTER and associated fitness programs. Responsibilities include but are not limited to: employee training, membership services, marketing, customer service, programming, cash handling, budgeting, expenditures, record keeping, **LIFE**CENTER and Park District special events, and assorted reports. This is an at-will position.

PRIMARY DUTIES

- Areas of responsibility and oversight include: **LIFE**CENTER operations, fitness classes, personal training, racquetball court rentals, and maintenance of **LIFE**CENTER and equipment.
- Develop and implement guidelines for use in **LIFE**CENTER.
- Prepare the annual **LIFE**CENTER budget, making necessary revenue and expenditure adjustments throughout the year.
- Review revenue and expenses monthly and adjust operations or marketing as needed.
- Oversee, direct, implement, promote, and evaluate the marketing of all memberships, and programs for the **LIFE**CENTER.

- Maintain and update **LIFE**CENTER Park District website and other **LIFE**CENTER social media outlets as needed.
- Responsible for hiring, training, scheduling, supervising and evaluating staff.
- Conduct and schedule staff orientation, staff meetings, and provide training for employees, as needed. Observe operations including evening and weekends, as directed.
- Maintain and monitor staff training records for all **LIFE**CENTER staff.
- Review and approve all **LIFE**CENTER employee timecards.
- Responsible for setting and achieving annual goals and objectives.
- Seek, interpret, and implement input and feedback from the public.
- Schedule and supervise the maintenance and regular inspection and documentation of all **LIFE**CENTER equipment and the cleanliness of the **LIFE**CENTER and exercise equipment.
- Work with health care providers and local businesses to promote memberships.
- Submit and maintain accurate records and reports including monthly membership, income and expenses, program attendance and facility visit reports.
- Oversee health insurance-based membership – provide reports and ensure reimbursements are received.
- Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's Degree in Parks and Recreation, Physical/Health Education or related field or any equivalent combination of education, experience and training is required
- A minimum of three (3) years' experience in health/fitness club management preferred
- Experience in membership services, front desk operations, budgeting, marketing, and fitness assessments preferred
- Certified in CPR and First Aid and able to obtain certification as a medic first aid instructor
- Certified Park and Recreational Professional certification preferred

SCHEDULE & PAY

This is a Full-Time, FLSA Exempt, at-will position. Hours are generally Monday-Friday, 8:30AM – 4:30 PM (40 hours per week). Anticipated hiring range is $66,000 - $70,000, DOQ. Position range is $50,000 - $80,000.

BENEFITS OFFERED

In exchange for your time and talent we offer a generous benefit package, including but not limited to:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457(b) Nationwide plan, and Section 125 Flexible Spending Account
- Nine paid holidays and accrual of vacation, sick, personal, and floating holiday time
- Facility discounts & usage benefits

Interested applicants please apply via the Bartlett Park District website Employment - Bartlett Park District (bartlettparks.org)**. Please include your resume and cover letter. Position will remain open until filled. Interested and qualified candidates are encouraged to apply immediately as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer**.