



VILLAGE OF ORLAND HILLS

Fitness Center Leader
\$17/hour
Monday – Friday 5:30am-10:00am

Job Description

Under the supervision of the Assistant Recreation Director(s), Assistant Village Administrator, and Village Administrator will be responsible for maintaining the Fitness Center for the Recreation Department. The Fitness Center Leader will provide direction and assistance to ensure that the fitness center is run effectively and efficiently in order to successfully reach the goals and objectives of the Recreation Department.

Qualifications

Must be able to uphold and enforce Village Policies and Procedures, be able to work independently or in a team environment. Illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Exceptional verbal and written communications; along with excellent organizational skills and attention to detail. Ability to prioritize tasks as needed. Ability to create and present ideas to further enrich the Village of Orland Hills.

Applicant must have a High School Diploma but an Associates is preferred and/or the equivalent combination of training and experience required. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position's hours may vary depending on department and/or Village's needs. This is a Non-Union position.

Pre-requisite

- Cognitive skills to follow both written and verbal direction
- Ability to stand/walk for extended periods of time
- Manual labor; light to moderate lifting
- Ability to work in diverse climate and environment
- Ability to adhere to a flexible work schedule; varying shifts, evening and weekends are necessary
- Must be at least 18 years of age and have a valid Illinois Driver's License

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. Fitness Center:

- The position performs all necessary tasks to organize and deliver a clean and friendly atmosphere for the Village's Fitness Center.
- Oversees fitness participants and guests
- Maintain fitness equipment records
- Responds to emergency situations, which may include applying first aid or administering CPR/AED and the proper notification and reporting of any accidents/incidents
- Oversees fitness center daily (Monday through Friday) operations

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references to Brian O'Neill, Village Administrator. The position will remain open until a qualified candidate is found. Questions about the position:

TEL: 708-349-6666 or email: boneill@orlandhills.org