Recreation Supervisor – Fitness

Hiring range is $47,822 to $58,110 DOQ and directly related experience.

We are currently accepting applications for a **Recreation Supervisor – Fitness** who is energetic, solution-oriented, and has exceptional leadership qualities to join our team in our Parks and Recreation department at the Lenexa Rec Center.

Why come work with us? Our employees are dedicated to the City's core values – integrity, service, teamwork, dedication, vision and caring. We all chip in and roll up our sleeves to deliver exceptional customer service. You'll have the opportunity to work on exciting projects that impact and support the community we serve.

Hours: 8-5 with one day each week working from noon-9pm, and rotating weekends (every 6 weeks working Sat/Sun).

Position Summary

This position involves work in planning, coordinating, promoting, directing and evaluating programs, activities and events for the Parks & Recreation Department. This includes being responsible for hiring, training, scheduling and evaluating part-time fitness attendants, group fitness instructors and personal trainers. Additional duties will include coordinating fitness class schedules for a variety of exercise programs and skill levels, monitoring registration and participation of classes and adjusting schedules based on the success of the classes offered by the Rec Center.

Key Responsibilities

- Designs and implements recreation programs, activities and events suited to the needs of participants and potential participants. Consults with individuals and groups that impact the recreation programs, activities and events to determine their interests, needs and desires.
- Hires, trains, assigns duties, supervises and evaluates part-time and seasonal employees and volunteers involved in a variety of related recreation and maintenance activities.
- Coordinates and teaches a variety of recreational programs and activities as assigned.
- Promotes facility usage by individuals, groups and businesses. Assists in the preparation of promotional materials, program brochures, manuals, and rules and regulations used by the Department.
- Assists in the planning and execution of City-sponsored special events.
- Maintains records and prepares reports, including daily cash reports, program attendance reports, quarterly class reports and statistical reports from special events. Prepares purchase orders, requisitions, and check requests and codes bills and submit them for payment.
- Monitors public activity within parks and recreation facilities and notify proper authorities in cases of illegal activity, damage to property, or facilities in need of repair.
- Drives City and/or personal vehicles to and from City facilities, pools or parks.

Additional Examples of Work Performed

- May be required to work evenings, weekends and holidays and at special events as needed.
- Meets and works with advisory boards and commissions that impact the Division and the Department.
- Participates in the divisional budget preparation process.
- Acts as a replacement during other departmental member's absences.

Qualifications
Minimum: Associate's degree in parks and recreation and leisure services and three years of increasingly responsible experience supervising recreation programs, activities and events, or an equivalent combination of education and experience; Must possess a valid driver's license. Nationally certified personal trainer or group exercise instructor and CPR/First-Aid certification.

Desired: Bachelor's degree; Certified Parks and Recreation Professional (CPRP) certification. Experience with Microsoft applications.

Compensation and Benefits
Salary hiring range is $47,822 to $58,110 DOQ and directly related experience.
In addition to competitive pay, a full-time career with the City of Lenexa comes with a comprehensive benefits package including medical, dental and vision insurance, a robust health and wellness program, up to $25,000 in tuition reimbursement, excellent retirement plans, an on-site health clinic, and a culture that promotes teamwork and work-life balance.

Offers of employment are conditional upon successful completion of a pre-employment background check, drug screen, physical and a credit check.

To apply please complete an online application. Must include a resume and cover letter. ***Application submission deadline is April 16 at 5PM CST.***

As an equal opportunity employer, the City of Lenexa strives to treat all employees fairly, with consistency and respect, while providing a positive, challenging and rewarding work environment. We value and encourage diversity in our workplace.

www.lenexa.com/jobs