



SPRING LAKE PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Department Director, Spring Lake Fitness & Aquatic Center
Department: Spring Lake Fitness & Aquatic Center (SLFAC)
Reports To: Director of Operations, Spring Lake Public Schools
Date: April 2023

OVERVIEW

To provide leadership to and management of the Spring Lake Fitness and Aquatic Center that ensures a sustainable operation that supports the District's and the Department's mission. This position is responsible for all facets of the Department's operations.

ESSENTIAL FUNCTIONS

- Leadership and management of the Fitness and Aquatic Center
- Responsible for performing high-level decisions on complex matters
- Supervise 1 Assistant Director, 1 Coordinator, and 1 Membership Manager and a variety of part-time employees
- Develop and implement a marketing plan to support membership and program goals
- Develop a staffing plan to support operations
- Utilize best practices for facility maintenance and improvement
- Develop and manage department expense budget
- Develop and implement a revenue generation plan in excess of expenses
- Approve and submit invoices to Accounts Payable
- Review, approve and submit bi-weekly payroll
- Establish and foster an open culture of communication and effective working relationships with the High School and District staff
- Maintain budgetary and statistical data; compiles, interprets, and reports on data to the school district and school board
- Identify and propose building and equipment capital projects
- Prepare monthly, quarterly, and annual reports
- Serve as spokesperson and district representative to students, community groups, businesses, and media
- Develop and implement evaluation systems to measure usage, efficiency, and cost of operation
- Schedule, monitor, and adjust building HVAC and lighting
- Coordinate the utilization of technology to enhance operations
- Department Risk Management
- Enforce facility policies, rules, and regulations
- Other duties as assigned by the SLPS Director of Operations

WORK SCHEDULE

- Mon-Fri., 8:00am – 5:00pm (1-hour lunch break)
- Salaried staff are expected to work a varied and flexible schedule including day, evening, and weekend hours to support 7-days per week operations
- Be available via phone to support staff on evening and weekends
- This position has an emergency on-call expectation and requirement

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Recreation, Sports Management, Exercise Science, Facilities Management, Personnel Management, or Public Administration.
- Advance degree preferred
- 5 years of facility management experience
- 2+ years of experience supervising full-time staff
- Demonstrated customer service, public relations, and conflict resolutions skills
- Aptitude for technology, including computers and software
- First Aid/CPR/AED certification or willingness to obtain within 3 months of hire
- Excellent written and verbal skills
- Demonstrated knowledge of industry best practices
- Ability to interact with people of all ages
- Demonstrated experience in fiscal management
- Lifeguard Certification or willingness to obtain within 6 months of hire (preferred)
- Experience utilizing recreation software solutions (preferred)

WAGE AND BENEFITS

- Salary commensurate with experience and qualifications
- Spring Lake Public School benefit package