



# VILLAGE OF ORLAND HILLS

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**Village of Orland Hills - Recreation Department**  
**Fitness Center Leader**  
**\$17/hour**  
**Monday – Friday 5:30AM-10:30AM**

## **Job Description**

This position, under the supervision of the Recreation Director, Assistant Recreation Director (s), Assistant Village Administrator, and Village Administrator, will be responsible for aiding in the programming for the Recreation Department. The Fitness Center Leader will provide direction and assistance to ensure that programs are run effectively and efficiently in order to aid in successfully reaching the goals and objectives of the Recreation Department.

## **Qualifications**

Must be able to uphold and enforce Village Policies and Procedures, work independently or in a team environment, and illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Must possess exceptional verbal and written communication skills, 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 (associate's degree 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 also requires CPR, AED, and First Aid certification. This position's hours may vary depending on the department and/or Village's needs. This is a non-union position.

## **Prerequisite**

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

## **Primary Responsibilities**

The Fitness Center Leader's duties shall include, but not be limited to:

### 1. Fitness Center:

- Perform all necessary tasks to organize and deliver a clean and friendly atmosphere for the Village's Fitness Center
- Oversee fitness participants and guests
- Maintain fitness equipment records



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- Respond to emergency situations, which may include applying first aid or administering CPR/AED, as well as the proper notification and reporting of any accidents/incidents
- Oversee the daily (Monday - Friday) operations of the Fitness Center

## HOW TO APPLY:

- Apply with resume, cover letter, and contact information for three professional references by Jan 5<sup>th</sup>, 2024 to Brian O'Neill, Village Administrator. Questions about the position: TEL: 708-349-6666 or email: [boneill@orlandhills.org](mailto:boneill@orlandhills.org)