Job Description

Job Information

Title: Facility Coordinator

Pay: Hourly pay adjustments are determined on an annual basis by the Beulah Park District Board.

Wage is based on experience.

Wage based on a 35–40-hour work week

Pay will be discussed during interview

Benefits: Excellent benefit package that includes health, retirement, vacation/sick leave. Employee + qualifying family members receive a free membership to the Energy Wellness Center and discount at Beulah Bay Campground.

Supervisory: Beulah Park District – Director

Job Summary

Position will be responsible for the day-to-day operations of the Energy Wellness Center.

Job Duties and Tasks

The following statements are intended to describe the general nature and level of work to be performed by the individual within the classification. They are not to be considered an exhaustive or all-inclusive listing of the position’s duties and tasks, as they may change or be adjusted, as situations require.

Essential Functions

* Assist the Director with all day-to-day operations pertaining to facility management.
* Performs a variety of administrative duties to facilities the needs of new and existing members along with program registration of all members.
* Performs operational duties to meet the needs of members at all recreational facilities.
* Serves as the front-line staff for the Wellness Center by interacting and fielding queries from the patrons.
* Manage ActiveNet system and research, recommend and implement a technology plan to improve operations at the assigned area.
* Develop short and long range plans for program planning, facility operations, and projects.
* Create activities for all ages.

Job Duties/Tasks

* Assists with the supervision and administrative control for the efficient operation of the facility. Determines and continually evaluates appropriate member services, including vending, registration and membership.
* Provides, supports, trains staff in delivering excellent customer service to members.
* Responsible for the overall safety and security of all staff, members, guest, and facilities.
* Works to ensure compliance with the policies, rules and regulations, and governing documents of the BPR associated with the recreation function and governing regulations agencies.
* Assists in determining priorities and allocation resources to meet the objectives of the BPD regarding the efficient operation of recreation facilities. Participates in the annual budget process as assigned. Manages assigned budget line items.
* Performed the following duties: interviews and selects employees, composes, and administers performance appraisals, schedules employees to provided maximum level of service composes and administers disciplinary actions, develops, implements and monitors on-going staff training.
* Supervises work projects and assignments directly and through support staff.
* Coordinates use and scheduling of the family for optimum use of programming space.
* Performs general management duties when assigned.
* Troubleshoots facility and landscaping for appearance and working conditions and make appropriate changes.
* Provides management reports on facility usage and trends as required and necessary.
* Performs related duties as assigned and required.
* Submit monthly reports to the Director.
* Supervise and run special events.
* Perform light cleaning duties and laundry duties.
* Have excellent phone skills, problem solving skills, computer skills.

Fit Fuel Nutrition Duties

* Schedule and train employees
* Create new drinks and specials.
* Maintain stock.

Qualifications

* One year of experience in fitness setting
* Must be 18 years of age.
* Valid driver’s license
* Current certification in CPR/First Aid/AED: or the ability to obtain certification within 3 months of employment.
* Ability to lift 35-40 pounds.
* Able to pass a background test.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Please submit and cover letter and resume too:

Beulah Park District

% Sonja Dutchuk

1900 Central Ave North

Beulah, ND 58523

Or email too: sdutchukbpd@westriv.com