

Job Description

Position Title	Panther Field House Coordinator		
Building	Panther Field House	Department	Field House
Hours	Salaried	Supervisor	Superintendent of Schools
Band and Grade	B-23	Tools and Equipment	Computer, laptop, iPad, applicable software, calculator, phone, copy machine

Primary Function	Oversees use of the Panther Field House recreational facility and issues and maintains recreational equipment. Requires initiative and judgment and involves considerable verbal contact with the general public. Promotes the cooperation and coordination of Field House programs, resources, services, and facilities throughout the District and community.
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Essential Duties	
1	Organizes, facilitates, and consults with the Panther Field House Advisory Council regarding community needs, organizational strengths and weaknesses, major purchases, and programmatic changes, and priorities. Works with the Panther Field House Advisory Council to address issues/concerns and to steer program direction.
2	Works closely with Activities Director and Community Education Director to schedule use of Panther Field House and other school district facilities.
3	Prepares, develops, and implements promotional materials, newsletters, special events, and advertising.
4	Designs and promotes activities to meet customer demand and generate revenue. Promotes the Panther Field House to citizens to emphasize its benefit to the community for leisure and health opportunities.
5	Supervises and monitors fitness area, exercise area, and racquetball court. Delivers some fitness training, answers questions about equipment usage, and maintains contact with customers.
6	Enforces fitness area and Panther Field House policies.
7	Produces periodic reports indicating statistics, revenues, expenditures, user trends, and other pertinent information requested by administration.
8	Manages and supervises swimming pool operations including hiring, training, and scheduling of lifeguards. Works with Facilities Supervisor to ensure pool maintenance is completed.
9	Identifies, develops, and implements marketing of the facility and its programs. Reviews, prospects, and targets various groups and companies using advertisement/marketing strategies to increase facility revenues and usage.
10	Maintains equipment and overall facility – coordinates contracted services for equipment repair. Carries out health and safety checks on the equipment and site. Ensures the facility is safe (assists with mopping floors, placing wet floor signs, shoveling snow,

	salting sidewalks, etc.).
11	Develops and expands a senior (65+) fitness program – on-site and possible off-site at senior housing locations.
12	Schedules and oversees fitness classes and equipment.
13	Assists in Field House gym set-up/take-down for various groups (Glencoe Expo, rentals, Community Education, activities, phy ed, special events, etc.).
14	Handles complaints and incidents, i.e. accidents and emergencies or theft.
15	Maintains high levels of customer care, often with a particular focus on avoiding loss of existing users.
16	Supervises administrative assistant duties in the areas of accounts payable/receivable, daily deposits, payroll/timesheets, and scheduling front desk staff.
17	Supervises front desk staff to include prioritizing and assigning work; conducting performance evaluations; ensures staff is trained; ensures that employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary decisions in accordance with District policy and practice.
18	Recommends and determines budgetary needs of Field House, including fee structures, and presents recommendations to school board. Monitors approved budgets to ensure expenditures are within established limits. Is accountable for the overall profitability of the Field House.
19	Represents the Field House at various functions, meetings, forums and activities, and promotes and publicizes existing and future programs.
20	Initiates, maintains and processes Field House member contracts and payments – renewals, monthly accounts past due, etc.
21	Implements and oversees the insurance reimbursement for BCBS, Medica, Health Partners, Preferred One, UCare, Silver Fit, Silver Sneakers, etc.
22	Develops and manages internal cash management procedures including point of sale, daily use, rentals and concessions. Ensures accounts are reconciled daily and sends cash to the District Office for deposit.
23	Coordinates regular custodial needs and event set-up and support with District maintenance staff.
24	Maintains and updates website pages for the Field House.
25	Develops and manages facility use and rental agreements with all entities utilizing school facilities and outdoor City of Glencoe facilities; ensures District policies and state health regulations are adhered to, verifies liability insurance coverage, determines and prepares invoices.
26	Performs other duties of a similar nature and/or level.

Minimum Qualifications	A four-year degree in recreation, sports management, fitness, or similar degree; experience in program development, marketing, and customer service; or an equivalent combination of education and expertise sufficient to successfully perform the essential duties of the job such as those listed above.
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Knowledge Required	<ul style="list-style-type: none"> • Knowledge of District procedures, policies, and organization as it pertains to facility coordination district-wide and the Panther Field House. • Knowledge of public relations theories and techniques. • Knowledge of supervisory theories and principles. • Knowledge of budgeting and the principles and practices of school financing.
Skills Required	<ul style="list-style-type: none"> • Skill in planning, organizing, and implementing community based educational programs. • Skill in applying supervisory theories and practices. • Skill in evaluating and assessing community needs. • Skill in problem solving and creating consensus. • Skill in budgeting for staff, equipment, and future needs. • Skill in conducting public relation activities, events, and public presentations. • Skill in using computers to retrieve and analyze data. • Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to provide and receive work direction.
Physical Activities/ Requirements	<p>Stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.</p> <p>Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.</p>