



Job Title: General Manager
Department: Parks and Recreation
Location: Robert J. Haas Health and Wellness Center
Hours: Variable up to 39 hours per week, may include nights and weekends
Salary: \$75,000 - \$95,000. This is a union position with benefits

THE CITY OF REVERE:

The City of Revere is a thriving, fast growing, and vibrant City. Revere has become one of the most desirable cities in the region to both live and work. The City of Revere envisions a municipality that fosters a more welcoming, nurturing, and inclusive government that invests in staff success and development. The City of Revere envisions a municipality that is governed for and by its people, by building and maintaining representation reflective of our community at all levels within the organization. Representation will encompass diversity in culture, thought, experiences, abilities, gender, sexual orientation, age, socio-economic status, veterans' status, etc. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service. Creating and sustaining a culture in City Hall to ensure that residents across the city feel the government is more responsive to their needs and concerns, is an entity that they can trust, and are accountable to all is critically necessary.

DESCRIPTION:

The General Manager of the Robert J Haas Health and Wellness Center is responsible for the organization, management, administration and supervision of programming and staffing of the Health and Wellness Center. The GM will lead the facility, staff and vendors to ensure excellence in operations and service delivery. This position reports to the Director of Parks and Recreation.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

- Recruiting, hiring, training, scheduling, troubleshooting, evaluating, and overseeing payroll for wellness center employees
- Create Marketing Materials to promote the wellness center

- Manage sales performance goals
- Maintain and monitor website
- Overseeing equipment inventory and maintenance, including health and safety checks; overseeing risk management practices; keeping and compiling ongoing member usage statistics; providing instruction and outreach, orientation sessions.
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- Network and oversee partnerships with Revere non-profit organizations and community partnerships. This will include but is not limited to both facility rentals and programming collaboration.
- Liaison between the city and community vendors
- Managing the daily center calendar
- Oversees various administrative duties; including requisitions and maintains inventory
- Attend all trainings and meetings
- Performs other related duties as required.

QUALIFICATIONS:

- Bachelor's Degree in Business Administration or a Degree in Science in Health and Fitness.
- Qualified candidates must have proven leadership ability in an educational, fitness or professional settings with 1-3 years of management experience in a customer service environment.
- Enthusiastic, passionate, and knowledgeable regarding the fitness industry
- Excellent communication skills
- Willingness to work a flexible schedule
- Revere residency required

KNOWLEDGE and SKILLS:

Knowledge:

- Proficiency in use of technology such as laptop computers and tablets
- Knowledge of Google Office Suite and Drive applications
- Knowledge of MS Office products which include Outlook, Word, Excel, and PowerPoint
- Knowledge of operation of standard office equipment, e.g. computers, fax, phone, printer, photocopier, and scanner

Skills:

- Highly organized, with the ability to multitask
- Strong communication skills
- Strong supervisory skills
- Superior customer service skills, preferably in the fitness industry
- Exceptional leadership, diplomacy and listening skills

- Hard working, enthusiastic and energetic
- Strong problem resolution skills
- Physical Demands Continual standing and walking during shift
- Must be able to occasionally lift up to 50 lbs.
- Must have a good level of Cultural Awareness.
- Performs other related tasks as required

PHYSICAL ENVIRONMENT:

Indoors, main duties will be performed at the at the Gym. Some meetings, trainings and activities may be required off-site.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org.