



Steveston Community Society

Serving the Community of Steveston Since 1946

Employment Opportunity - Fitness Coordinator Steveston Community Society – Temporary One Year

Steveston Community Society is looking for someone to lead its fitness program into the future. If you are someone that is passionate about fitness and great at connecting with staff and public, consider using your skills and abilities to make a difference in the health and wellness of the Steveston Community.

DUTIES AND RESPONSIBILITIES

Programming

- Design, program and schedule group fitness classes or programs including specialized programs and response to need
- Develop, schedule, evaluate and recommend changes to fitness programs

Supervisory

- Hire, train, schedule, provide orientation and evaluate activities of group fitness instructors; may work at the same time as those staff supervised; find substitute instructors; organize and assist in the development of instructor workshops

Customer Service/Communication

- Be a resource to patrons in program design, health and fitness and safety; evaluate and recommend patrons needs in programs for health, fitness and safety; follow up of individual programs; demonstrate proper techniques as needed; teach safe and proper use of fitness or group fitness equipment
- Ensure compliance with policies, procedures, proper usage of equipment and safety rules; educate on health, nutrition and fitness
- Promote fitness programs through social media, posters, newspaper ads, phone calls and public service announcements; coordinate the weekly/monthly posting of articles related to fitness/health and upcoming events; promote healthy living through community outreach
- Discuss programs, coordination and direction of the fitness facilities/areas and fitness programs regularly with the Community Facility Coordinator
- Provide regular reports to Staff, Board and/or Program committee

Safety/Risk Management

- Ensure the maintenance, cleanliness, and safety of fitness equipment; perform preventative maintenance on equipment
- Monitor and enforce the fitness area code of conduct

Administrative

- Prepare the annual budget including wages, expenses, equipment purchases, maintenance costs, equipment replacement fund and fitness fee schedule for recommendation to the Program Committee or Board; monitor program expenditures; validate information for bi-weekly payroll;
- Make recommendations for new and replacement fitness equipment
- Order supplies and equipment; apply for grants for fitness equipment
- Develop and update policies for fitness facility/area and fitness programs for recommendation to the Fitness Committee or Board; maintain, receive, review, prepare and/or submit reports

including customer surveys, incident reports, accident reports, purchase orders, price quotes, memos, correspondence, etc

- Other related duties as assigned

REQUIRED QUALIFICATIONS

- Grade 12 graduation plus completion of a community college or specialized certification, BCRPA Weight Training designations and three years' experience in a fitness related field, including supervisory experience or an equivalent combination of education, training and experience
- Basic computer skills
- Standard or Emergency First Aid & CPR

DESIRED QUALIFICATIONS

- Degree in Kinesiology or Human Kinetics, Exercise Science, Physical Education or related field.
- 3 or more years' experience in a similar position
- Additional BCRPA registration (Group Fitness, Aquatic Fitness, Weight Training, Yoga Fitness, Pilates Fitness, Osteofit, Adapted Fitness, Personal Training, etc.)
- Supervisor of BCRPA Group Fitness
- Second language

HOURS OF WORK AND REMUNERATION

Temporary One Year Position

30 hours per week (Evening and weekend work may be a requirement of this position)

\$28.05 per hour (As of September 1, 2018)

Benefits package after 3 months

Interested candidates may apply for this position by sending a cover letter and resume to:

Attention – Community Facilities Coordinator

Steveston Community Centre

Email: stevestoncc@richmond.ca

The deadline for receiving applications is **September 12, 2018 at 10:00am.**

The Steveston Community Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.