



Job Description

Head Recreation & Fitness Leader

Slocan Valley South Recreation Service

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Recreation Services Supervisor - CDRD

TITLE OF IMMEDIATE SUBORDINATES: Recreation Program Staff; Leaders, Monitors, Instructors, Supervisors and Workers. Fitness Program Staff; as required

DEPARTMENT: COMMUNITY SERVICES

SUMMARY OF POSITION:

Under the general supervision of the Recreation Services Supervisor – CDRD, the Head Recreation & Fitness Leader is responsible for ensuring a high quality experience by the general public using Slocan Valley South Recreation programs & services.

The Head Recreation & Fitness Leader will provide operational leadership to the team and is responsible for the safety & supervision of staff and patrons during a wide range of community recreation and fitness program operations.

They are also responsible for facilitating staff onboarding and training, scheduling staff and other administrative duties where required. The Head Recreation & Fitness Leader acts as a role model for all fitness and recreation staff. Success in this position requires a high degree of flexibility and an ability to work varying schedules to meet operational requirements.

ROLE AND RESPONSIBILITIES:

1. With support from the Recreation Services Supervisor - CDRD, responsible for the day to day supervision of the Fitness and Recreation staff, program delivery and operations throughout South Slocan (including Slocan Park, Winlaw, Slocan City, Vallican etc).
2. Act as liaison with strategic partners, organizations and clubs, and the RDCK Community Services Department as directed by the recreation services supervisor.
3. Performs customer service duties as required including registrations and payments, supporting the equipment rental program etc.
4. Demonstrate exceptional customer service skills and act as a role model and mentor to recreation and fitness staff by upholding high levels of service. Responsible for trouble shooting and handling customer concerns as needed.
5. Responsible for directing staff duties and assignments including extra assignments as required.
6. Responsible for scheduling all staff and making adjustments to staff work schedules, ensuring coverage for employees leaves (eg sick leave) and daily shift changes.
7. Schedule and lead staff onboarding training for new employees, conduct in-services, schedule staff

- meetings and facilitate staff training and development sessions.
8. Ensure professionalism of staff, including being appropriately dressed, pleasant to customers, prepared and on time for their shifts.
 9. Ensure required certifications of staff are held & maintained as appropriate (Personal Trainers, Fitness Instructors etc).
 10. Assist with maintaining and updated guidelines, policy and procedure manuals, and effectively communicate changes to customers and staff in a timely manner.
 11. Responsible for ensuring organization of storage spaces and equipment, maintaining inventory and recommending repair and/or disposal of worn or obsolete equipment.
 12. Ensure daily maintenance and cleaning scheduled of fitness and recreation areas, taking a proactive approach to maintenance & safety.
 13. Monitor & make recommendations regarding equipment, industry trends and standards. Collect feedback from patrons and make suggestions for improvements.
 14. Assist the Facility Manager - CDRD with planning for capital equipment replacement.
 15. Support Facility Manager – CDRD in evaluating programs and staffing
 16. Assist the Facility Manager - CDRD as required in development, marketing and implementation of Slovan Valley Recreation & Fitness Programs for individuals and groups.
 17. Ensure the delivery of quality programs that adhere to government standards, department policies and professional regulations.
 18. Promote health & safety in the workplace. Maintain facility first aid kits.
 19. Respond to emergency situations and perform first aid when required, ensuring appropriate reports and paperwork are filed.
 20. Perform other related duties when required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- National Coaching Certificate, High Five Training, Early Childhood Education Certificate, Group Fitness Certification, recreation leadership training or other equivalent professional award.
- Current Group Fitness Instructor Certification, Weight Training Certification, Personal Training Certification or equivalents an asset?
- Current BCRPA Supervisor of Fitness Leaders for Weight Training, Group Fitness or equivalent would be considered an asset
- Minimum three (3) years experience in recreation and/or fitness
- Minimum two (2) years experience in a supervisory role an asset
- Standard First Aid with CPR-C with AED
- Valid Class 5 Drivers License and Satisfactory Drivers Abstract
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to organize and direct others in the delivery of recreation and fitness programs and services for various ages and interest groups.
- Demonstrated verbal and written communication skills, including excellent customer services and public

relation skills.

- Experience working autonomously and able to effectively self direct work tasks.
- Demonstrated leadership and team building skills and ability to build strong professional relationships.
- Proficient computer skills including MS Office (Excel, Word and Outlook) and other related office equipment. Experience using recreation software including registration, bookings and administrative functions would be an asset.
- Excellent customer service and public relation skills.
- Knowledge and proven skills building relationships with patrons and dealing with behavior management both with children and parents/adults.
- Independent decision-making, problem solving and analytical skills.
- Ability to meet various deadlines in a constantly changing service environment.
- A high level of creativity and flexibility
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date