



Job Description

Head Fitness Leader

Castlegar & District Community Complex
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Aquatic & Fitness Programmer

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the general supervision of the Aquatic and Fitness Programmer, the Head Fitness Leader is responsible for ensuring a high quality experience by the general public utilizing Castlegar and District Community Complex Fitness Centre programs and services.

The Head Fitness Leader will monitor the fitness center, instruct fitness classes and perform administrative duties to support the Fitness Programmer and overall fitness operations. The Head Fitness Leader acts as a role model for other fitness staff and provides guidance and mentorship wherever needed. 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. Respond to user needs in a safe and timely manner.
2. Ensure a high level of cleanliness is maintained in the Fitness Centre.
3. Assist with the supervision of the Fitness staff and operations. This may include assisting in, or overseeing of, staff hiring, scheduling, payroll, marketing, bookings, ordering and purchase of equipment, ensuring safety standards are met, keeping of statistics, and attendance at selected meetings and presentations.
4. In conjunction with the Aquatic and Fitness Programmer; develop, market and implement CDRD fitness programs and services for individuals and groups. This will include assisting patrons and groups in the Fitness Centre with demonstrations of proper technique and equipment use.
5. Assist the Aquatic and Fitness Programmer with planning for Capital equipment replacement.
6. Orientate and train new Fitness Technicians, Fitness Volunteers, Group Fitness Instructors and Personal Trainers. Schedule and conduct regular ongoing staff meetings and training and development sessions.
7. Assist with maintaining a policy and procedure manual, and communicate changes to customers and staff in an effective and timely manner.
8. Ensure required certifications are held and maintained by Fitness Technicians, Fitness Instructors and Personal Trainers.
9. Develop a full understanding of fitness classes and training programs offered and provide necessary coverage as needed.
10. Support Fitness Programmer in the evaluation of fitness classes and fitness instructors.

11. Assist in contacting replacement instructors and/or substituting for other Group Fitness or Personal Training sessions when required.
12. Research and provide suggestions regarding fitness equipment, and services to meet current and future industry standards and trends. Collect feedback and make suggestions to the Aquatic and Fitness Programmer for the improvement of the Fitness Centre operation.
13. Ensure that a daily maintenance and cleaning schedule, as well as ongoing preventative maintenance for all Fitness Centre equipment and general area is carried out. Take a proactive approach to maintenance and safety concerns by either repairing or reporting them to the appropriate personnel.
14. Promote and maintain good public relations to users and organizations. Enhance client satisfaction at every opportunity. This may include demonstrating proper technique and equipment use, assisting and answering patron questions, and promoting appropriate CDRD programs and services.
15. Promote health and safety in the workplace. Perform OH&S related duties as outlined in the Occupational Health and Safety Manual. Maintain Fitness Centre first aid kit and provide appropriate emergency first aid services as required.
16. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

- Diploma in a related field or an acceptable equivalent combination of experience and education
- Current BCRPA Personal Training Certification or equivalent
- Current BCRPA Group Fitness Instructor Certification or equivalent
- Current BCRPA Supervisor of Fitness Leaders for Weight Training, Group Fitness or equivalent would be considered an asset
- Standard First Aid
- CPR-C with AED
- Valid Class 5 Drivers License and Satisfactory Drivers Abstract
- Satisfactory Criminal Record

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated verbal and written communication skills, including excellent customer service and public relation skills.
- Demonstrated leadership and team qualities for supervisory and peer interactions and relationships.
- Excellent fitness equipment knowledge and extensive exercise prescription knowledge.
- Demonstrated ability to meet various deadlines and multi-task in a constantly changing service environment. Requires a high level of creativity and flexibility.
- Training and experience in a computerized work environment with a high level of knowledge in MS Office (Excel, Word, and Outlook) and other related office equipment.
- Experience using recreation software including registration, bookings and administrative functions would be considered an asset.

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