



# Job Description

## Fitness Technician

*Creston & District Community Complex*  
Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Fitness & Recreation Leader

**TITLE OF IMMEDIATE SUBORDINATES:** Could vary by assignment

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### **SUMMARY OF POSITION:**

Under the general supervisor of the Head Fitness & Recreation Leader, the Fitness Technician is part of the Fitness Team at the Creston and District Community Complex (CDCC). Duties include general maintenance of the Fitness Centre and providing a high level of customer service to CDCC clients utilizing the Fitness Centre. The employee must exercise care in routine dealings with other employees and provide assistance to customers using the facilities.

### **ROLE AND RESPONSIBILITIES:**

As a member of the Fitness team, responsibilities include, but are not limited to:

1. Proactively monitor the fitness centre for cleanliness and safety of all patrons. Demonstrate basic technique & equipment use, spot patrons if required.
2. Answer patron questions, collect feedback & make suggestions for improvement of the fitness centre operations through the appropriate chain of communication. Communication should be constructive and solution based.
3. Cleanliness and general maintenance of equipment in the fitness centre and in group fitness studio, proof of payment validation, daily usage statistics, ensure CDCC Fitness Centre rules and regulations are being adhered to, laundry and other duties as required.
4. Respond to patron inquiries and concerns immediately, utilizing all appropriate resources (program guide, senior staff, supervisors, etc.). Using a positive customer service approach, provide the utmost in personalized customer care in an enthusiastic and professional manner.
5. Promote and maintain good public relations towards those persons or organizations that inquire or could make use of the facility.
6. Book and provide new patron fitness centre orientations and assisting other fitness centre staff in setting up and cleaning up from classes.
7. Perform other related duties as required.

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Current Weight Training Certification (or equivalent).
- Current Standard First Aid (SFA).
- Current CPR 'C' with AED.
- Satisfactory Criminal Records Check.

**PREFERRED QUALIFICATIONS AND EXPERIENCE:**

- Grade 12 or equivalent.
- Weight room experience.
- Microsoft Office experience.
- Recognized Personal Training Certification.
- Bachelor of Physical Education or related degree.
- Ability to conduct and lead fitness programs and activities.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated scanning skills.
- Demonstrated team work and leadership abilities.
- Demonstrated ability to communicate effectively with supervisor, co-workers and members of the public.
- Demonstrated ability to effectively follow emergency procedures.
- Demonstrated ability to provide an exceptional level of customer service.
- General knowledge of fitness equipment maintenance.
- Knowledge of exercise orientation for apparently healthy individuals.
- Strong inter-personal skills.
- Ability to demonstrate initiative and self motivation.

**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.

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|------------------------------|-----------------------------------|-------|
| _____                        | _____                             | _____ |
| Employee Name                | Employee Signature                | Date  |
| _____                        | _____                             | _____ |
| Employer Representative Name | Employer Representative Signature | Date  |



# Job Description

## Fitness Monitor

*Creston & District Community Complex*  
Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Fitness & Recreation Leader

**TITLE OF IMMEDIATE SUBORDINATES:** Could vary by assignment

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### **SUMMARY OF POSITION:**

Under the general supervision of the Recreation Services Supervisor/Local Programmer and the Head Fitness & Recreation Leader, the Fitness Monitor is part of the Fitness Team at the Creston and District Community Complex (CDCC). Duties include general maintenance of the Fitness Centre and providing a high level of customer service to CDCC clients utilizing the Fitness Centre. The employee must exercise care in routine dealing with other employees and providing assistance to customers using the facilities.

### **ROLE AND RESPONSIBILITIES:**

As a member of the Fitness team, responsibilities include, but are not limited to:

1. Proactively monitor the fitness centre for cleanliness and safety of all patrons.
2. Answer patron questions, collect feedback & make suggestions for improvement of the fitness centre operations through the appropriate chain of communication. Communication should be constructive and solution based.
3. Ensure the cleanliness of equipment in the fitness centre and in group fitness studio, including maintaining laundry
4. Ensure CDCC Fitness Centre rules and regulations are being adhered to, including proof of payment validation
5. Respond to patron inquiries and concerns immediately, utilizing all appropriate resources (program guide, senior staff, supervisors, etc.) Using a positive customer service approach, provide the utmost in personalized customer care in an enthusiastic and professional manner
6. Promote and maintain good public relations towards those persons or organizations that inquire or could make use of the facility
7. Collect daily usage statistics as required
8. Perform other related duties as required

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Current Standard First Aid (SFA)
- Current CPR C
- Satisfactory Criminal Records Check
- Weight room experience

**PREFERRED QUALIFICATIONS:**

- Current Weight Training Certification or equivalent
- Grade 12 or equivalent

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated team work and leadership abilities
- Demonstrated ability to communicate effectively with supervisor, co-workers and members of the public
- Demonstrated ability to effectively follow emergency procedures
- Demonstrated ability to provide an exceptional level of customer service
- Strong inter-personal skills
- Ability to demonstrate initiative and self-motivation
- Demonstrated commitment to the values of the RDCK: Health and Safety, Accountability, Integrity, 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.

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|------------------------------|-----------------------------------|-------|
| _____                        | _____                             | _____ |
| Employee Name                | Employee Signature                | Date  |
| _____                        | _____                             | _____ |
| Employer Representative Name | Employer Representative Signature | Date  |