



AUXILIARY FITNESS EMPLOYEES (SCHEDULE "B-3")

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Recreation Programmer or Designate

Coordinates with: Other Community Services & Projects Personnel

2. KEY RESPONSIBILITIES

Incumbents in these positions will lead and instruct a variety of group fitness and health classes utilizing prepared routines and suitable music.

Fitness staff in these positions will engage patrons, registered participants, and guests to enhance their recreation experience.

General Duties:

- a) Provide excellent customer service for individuals and/or groups who are participating in Fitness and Health activities.
- b) Perform program setup and takedown of equipment and supplies.
- c) Perform janitorial duties before, during and immediately following the activity to ensure equipment is cleaned to facility standards.
- d) Report all accidents, incidents, customer complaints and comments to the Recreation Programmer, Designate, or Front Desk Staff.
- e) Assist in administering first aid and following emergency procedures.
- f) Perform inspections and report any defective or damaged equipment or facility space to the Recreation Programmer, Designate or Front Desk Staff.
- g) Implements health and safety regulations, policies, procedures and practices and ensures participants abide by them.
- h) Promote, and where necessary enforce, departmental rules and regulations in a consistent and tactful manner.
- i) Assist the Recreation Programmer or Designate in related program duties as requested.
- j) Perform general administrative duties as assigned.

3. GENERAL KNOWLEDGE, SKILLS AND ABILITIES

- a) Demonstrated leadership skills, enthusiasm, and positive attitude when working.
- b) Competence to lead a recreation program in a safe and effective manner.
- c) Ability to problem solve and provide exemplary customer service.
- d) Skilled to facilitate and/or supervise participants and ensure they are adhering to the facility and program rules.
- e) Ability to communicate effectively and represent the District of Kent in a professional manner.
- f) Competent to establish and maintain working relationships with officials, employees, and patrons in a team-oriented environment.
- g) Capability to administer first aid and provide the necessary care to patrons and staff, if required.
- h) Capacity to lift and move program related equipment.

4. FITNESS & HEALTH AUXILIARY POSITIONS

A) Fitness & Health Instructor 1

Acts as the Lead Instructor for general group fitness & health classes as assigned and in accordance with the seasonal fitness schedule. Plans, organizes, and delivers lesson plans/fitness curriculum in conjunction with the Recreation Programmer or Designate.

Communicates supply and equipment needs including costs and preferred supplier to the Recreation Programmer or Designate. Responsible for supervising participants in the program. May substitute for other general fitness classes in absence of an instructor.

Program & Event Examples: Keep Fit, Get Fit, Dance Fit, Circuit, Weightroom Orientations, Demonstration and “Try It” sessions at Community Health Fairs, Move for Health Day, Senior Events.

Qualifications: Current fitness certification and continuing education with recognized fitness institution/association. Minimum of one (1) year of experience instructing fitness classes or a combination of related education, training, and work experience instructing fitness classes.

Required Certifications: Group Fitness Training with an accredited institution such as BCRPA, CanfitPro, CFES or YMCA.

B) Fitness & Health Instructor 2

Acts as the Lead Instructor for specialized group fitness & health classes, as assigned and in accordance with the seasonal fitness schedule. Plans, organizes, and delivers lesson plans/fitness curriculum in conjunction with the Recreation Programmer or Designate.

Communicates supply and equipment needs including costs and preferred supplier to the Recreation Programmer or Designate. Responsible for supervising participants in the

program. May substitute for other specialized fitness classes in the absence of an instructor.

Program & Event Examples: Yoga, Pilates, Cycling, TRX, Tai Chi, Zumba and various Aquafit classes. Demonstration and “Try It” sessions at Community Health Fairs, Move for Health Day, Senior Events.

Qualifications: Current fitness certification and continuing education in area of instruction with an accredited fitness institution/association. Minimum of one (1) year of experience instructing specialized fitness classes or a combination of related education, training, and work experience instructing fitness classes.

Required Certifications: Group Fitness Training with an accredited institution such as BCRPA, CanfitPro, CFES, or YMCA, plus specialized training in Pilates, Indoor Cycling, BARRE, TRX or Third Age. Yoga training: 200+ Hour Yoga Certification.

5. WORKING CONDITIONS

As per the Collective Agreement, and Policies and Procedures of the District of Kent.

The hours will be varied, including evenings, weekends and holidays.

Note: All Auxiliary Fitness Employees will be required to obtain and maintain First Aid with CPR C (or equivalent) and a clear RCMP Police Information Check (Vulnerable Sector).