

# DTR Job Description



**Position Title:** Coordinator of Fitness & Wellness

**Department:** Community Services & Facilities

**Reports To:** Recreational Manager

**Date:** February 7, 2017

## **Job Purpose/Summary:**

This position provides leadership to District-wide fitness and wellness programs for the District of Tumbler Ridge: specifically leading or coordinating aerobic and land fitness classes (and supporting aquatic fitness classes as required), management of the “new” Be Fit for Life Centre (including the Community Centre Weight Room and Aquatic Centre), personal training, as well as overall leadership to health and wellness activities. The position involves a high level of public contact and requires the incumbent to exercise sound judgment, excellent customer service and tactful communications.

## **Examples of Work:**

### **General Outline, Scope and Purpose:**

The Coordinator, Fitness & Wellness under the direction of the Recreation Manager is responsible for coordinating and delivering fitness appraisals, personal training, physical literacy as well as sport, fitness and wellness services and programs for the District.

The Coordinator manages the day-to-day operations of the Community Centre Be Fit for Life Centre (including the Community Centre weight room) to ensure the provision of active, healthy, lifestyle education, services and resources to the District residents and visitors.

The Coordinator oversees patrons and guests within the Community Centre weight room and monitors use of the facilities and equipment.

The Coordinator oversees the maintenance of equipment including the safety and cleanliness of the weight room according to established procedures and implementation of new exercise and fitness programs that appeal to the general public.

The Coordinator oversees the coordination and management of the Aquatics fitness classes to ensure a cohesive program between land and water fitness and wellness.

## **Knowledge, Skills and Requirements:**

### **Education/Qualifications:**

- Preference will be given to individuals who have post-secondary training in a health promotion focus including Kinesiology & Sport Studies, Physical Education or recreation. **preferred**
- Must be a Registered Group Fitness, and/or Weight Training Professional. (Aquatic Fitness may be considered an asset) **required**
- Standard First Aid Certification and CPR – Level C. **required**
- Possess or working towards Supervisor and/or Trainer of Fitness Leaders (SFL or TFL) **required**
- Preference will be given to a Certified Personal trainer (CSEP Certified Training) **Preferred**
- Supporting qualifications may include, but not required: aquatic fitness – including Aqua Fitness and Aqua Zumba - **required**
- Valid Class 5 Driver’s

The Coordinator must be knowledgeable in early childhood activities.

Work is performed following clearly defined standard practices under relatively limited supervision.

Work responsibilities will be performed while maintaining a safe and efficient operation. Initiative and judgment is required and more questionable problems are referred to a superior.

Communication with other staff members and with the public is an essential part of the job.

**Tasks:**

**Administration:**

- Completes daily work log book, incident and accident reports, and requisitions for supplies and materials.
- Report in writing if anything in the weight room is broken or unsafe.
- Monitor and replenish first aid supplies on a monthly basis throughout the facility. Include maintenance room, front desk, referee room and Aquatic Centre.
- Assist Program Coordinator with fitness programs, special events and new memberships.
- Identifies grant opportunities at the local, provincial, and national levels to support existing programs and funding future activities and services related to fitness and wellness.
- Prepare for approval by Manager, Recreation Services long-range programming goals and objectives.
- Attend staff/team meetings and serve on internal and external committees as required.
- Assist in training new employees.

**Appraisal Services Coordinator:**

- Responsible for the coordination and delivery of fitness appraisal services to groups, clubs, students, workplaces and the general public.
- Provide exercise analysis, prescription and program design when required.
- Ensure appraisals are properly administered following protocols and set appropriate testing parameters, programs, goals and strategies based on client needs and abilities.

- License **required**

**Level 1 Requirements:**

- Fitness Theory & Group Fitness

**In addition to Level 1 qualifications, one must have the following to be considered at Level 2.**

- Weight Training, Aquatic Fitness & Supervisory Training

**Experience:**

- Minimum of one to three years related experience.
- Thorough knowledge of a full range of theories and principles accepted in the field of community health education including Fitness Theory or equivalent.
- A track record of providing excellent customer service.
- Ability to communicate effectively orally and in writing and exchange appropriate information with staff and guests.
- An understanding and ability to enforce all District policies and procedures in a firm, fair, and yet positive manner.
- Demonstrate commitment to the promotion of an active/healthy lifestyle.
- Excellent understanding of equipment and their maintenance and calibration.
- Ability to maintain quality of a facility. (safety, function, aesthetics)
- Ability to lead/lecture and speak in front of large groups.
- Ability to lead and train in Fundamental Movement Skills.
- Ability to work with patrons of varying ages groups and ability to engage with participants.
- Proven ability to be proactive and work without supervision.
- Teamwork skills and ability to work collaboratively.

**Program Development, Implementation & Evaluation**

- Develop/create/coordinate courses and programs and provide information that promotes active living and wellness to District residents and visitors.
- Design/deliver/customize community outreach activities, workshops, seminars and/or presentations for various clientele (businesses, schools, not for profit agencies, healthcare groups, etc.)
- Coordinate special events involving fitness and wellness.
- Assist in the coordination of sport camps and Canadian Sport for Life programs.
- Serve as the health and wellness consultant to lead an Employee Wellness Program.

**Marketing**

- Provide guidance and assist in the development of marketing plans for programs and activities related to fitness and wellness.
- Collaborate on design of specific market materials.
- Prepare course descriptions and write ups for approval by the Manager, Recreation Services.
- Assist with writing articles for newsletters, website, etc. related to fitness and wellness.

**Customer Service**

- Provide a safe environment for patrons that use the weight room.
- Oversee safety and cleanliness in fitness/weight room areas.
- Provides customer service to patrons and guests of the fitness/weight room.
- Provides facility and fitness/weight room orientation and tours.
- Explain activities and provide equipment orientation.
- Explain the regulations, procedures to any person using the weight room area to maintain an environment that is safe and free of hazards.
- Explain and perform the use of the equipment to ensure patrons have a safe and enjoyable work out.
- Provide towel service.
- Sets up and takes down equipment/put all weights back in order and prepares fitness areas for daily activities and scheduled events.
- Inspect fitness equipment and reports and assist the maintenance department the equipment and facilities proper/safe operating conditions.

- Maintains a positive attitude.

**Effort Factors:**

**Physical Demands:**

- Perform janitorial duties as required in the weight room and fitness areas including but not limited to cleaning and disinfecting all weight room equipment, floors swept and mopped, windows and mirrors cleaned, bathroom cleaned.
- Ensure that none of the equipment is removed from the weight room area.
- Responds and coordinate the facility evacuations in emergency situations according to the policies and procedures and within scope of training.
- Stay current on fitness, wellness, and nutrition industry trends. Responsibilities may include, but not limited to, attendance at regional/provincial/nation conferences, training and in-house workshops.
- Ability to lift up to 50 lbs. and capable of moving heavy equipment.
- Perform other related duties as assigned.

**Mental Demands:**

- Must be able to respond frequently changing operational demands.
- Must be able to deal effectively with difficult people and extremely stressful situations.
- Must be able to understand written and/or verbal instructions.

NOTE: The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be of inherent in the job.

**Working Conditions:**

Work schedule will include shift work as required. The incumbent will be entitled to the benefits and conditions of employment as established in the C.U.P.E. Local 2979 Collective Agreement.

**\*\*\*CRIMINAL RECORD CHECK MUST BE COMPLETED**