

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

August 10, 2016

Closing Date:

August 17, 2016

Posting #	Position	Department	Status	Hours Per Week
121/16	Fitness Coordinator	Parks, Recreation & Culture	Regular Full-Time	35 Hour Non-Standard Work Week

- Applications are accepted only when submitted online at www.delta.ca/internaljobs and submitted by 4:30pm on the closing date.
- Paper applications/resumes will **not** be accepted.
- The Internal Job Posting List is intended to be for reference purposes only. Please visit www.delta.ca/internaljobs for a complete listing of all current job postings.



[Welcome](#)

[View Jobs](#)

[Update My Info](#)

[Contact Us](#)

[Job Details](#)

[Logout](#)

[Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)

Title Fitness Coordinator

Department Parks, Recreation & Culture

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 121/16

Nature & Scope of Work This is supervisory recreation work in planning, developing and coordinating fitness programs and activities in the community for all age and ability levels. An incumbent supervises the work of a large group of part-time and auxiliary staff and oversees the work of contracted staff, coordinates the operations of fitness facilities within centres; develops and promotes fitness programs, including those with external partners; and is responsible for the maintenance, acquisition and disposal of fitness equipment. Considerable independent judgment and action are exercised in the work while performance is reviewed by a superior for effectiveness of services provided in the delivery of fitness programs and the operation of facilities.

Illustrative Examples of Work

- Plans, develops, coordinates and implements or recommends the implementation of varied community-wide fitness programs for all age and ability levels; evaluates program effectiveness; coordinates the operations of fitness facilities located in larger centres.
- Keeps abreast of developments in the field of weight and fitness training; identifies and assesses community fitness needs and interests; develops program partnerships with external groups and contractors; coordinates with recreation staff in other fields in the development of complementary programs.
- Plans, assigns, supervises and reviews the work of a large group of part-time and auxiliary staff working at various locations; develops and provides staff training, workshops and guidance; evaluates work performance; interviews and auditions applicants; oversees the work of contracted instructors.
- Develops program schedules and sets prices within established guidelines; monitors budget expenditures; prepares grant applications, correspondence, reports and other materials related to the work.
- Ensures the proper functioning, maintenance and safety of all fitness equipment in weight rooms, aerobics studios and off-site program locations; coordinates and oversees contracted maintenance of equipment; maintains annual replacement plan and arranges for trade-in or resale of used equipment; purchases new equipment within defined limits and recommends larger purchases; determines location and set-up of new equipment.
- Arranges for the development of promotional materials and event advertising and marketing; participates on various committees to promote fitness; promotes programs through the media.
- Provides fitness instruction to clients.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the principles and practices involved in developing, implementing, coordinating, evaluating and promoting fitness programs, and in coordinating the operation of fitness facilities.
- Considerable knowledge of the policies, regulations and rules governing the work.
- Considerable knowledge of the fitness needs and interests of the community.
- Sound knowledge of the use and operation of the various types of fitness equipment applicable to the work.
- Ability to plan, assign, supervise and review the work of subordinates.
- Ability to develop, coordinate, implement and promote fitness programs and activities which meet the needs and interests of the community.
- Ability to provide instruction to staff and clientele.
- Ability to establish and maintain effective working relationships with a variety of internal

and external contacts.

- Ability to monitor budget expenditures.
- Ability to communicate effectively orally and in writing, and to prepare various materials related to the work.
- Skill in the operation of fitness equipment used in the work.

Desirable Training & Experience University graduation in Kinesiology or a related discipline plus sound related experience, or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

- A valid Class 5 Driver's Licence for the Province of British Columbia
- Supervisor of Fitness Leaders Certificate
- Registered Fitness Appraiser
- BCRPA Fitness Leadership Registration

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

Hours of Work 35 Hour Non-Standard Work Week

Posting Date 8/10/2016

Posting Closing Date 8/17/2016

 **Apply Now**