



Job Description

Fitness Leader – Group Exercise Instructor

Castlegar & District Community Complex
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Aquatic & Fitness Programmer

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

The Group Exercise Instructor is responsible for ensuring the safety of participants while providing quality instruction for fitness classes. The individual will be required to work outside of traditional business hours to ensure the fulfillment of customer requirements.

ROLE AND RESPONSIBILITIES:

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

1. Directly supervise assigned groups of participants.
2. Organize equipment and materials before and after each class.
3. Create a friendly and positive learning environment for all new and existing participants.
4. Provide a safe, well monitored environment.
5. Demonstrate skills and include a variety of progressive exercises that will allow for all fitness levels to participate.
6. Provide specific feedback in a positive and constructive way.
7. Follow all Castlegar & District Community Complex policies and procedures.
8. Collect feedback & make suggestions to your immediate supervisor for improvements within the fitness studio.
9. Maintain cleanliness of group exercise fitness studio, proof of payment validation, and maintenance of class numbers.
10. Promote and maintain good public relations towards any persons or organizations that could make use of the facility.
11. Perform other related duties and responsibilities as required.
12. Maintain a current certification by ensuring CEC requirements are met.

REQUIRED QUALIFICATIONS

- Standard First Aid.
- CPR C.
- AED.
- BCRPA Group Exercise Instructor Certificate or equivalent certification for your discipline.
- Satisfactory Criminal Records Check including a Vulnerable Sector Search.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Independent decision making, problem solving and analytical skills.
- Ability to communicate effectively with the public and staff, both verbal and written.
- General fitness equipment maintenance and exercise information for apparently healthy individuals.
- Strong inter-personal skills and comfort dealing with new people in a fitness environment.
- Exceptional customer service skills.

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