



# Job Description

## Personal Trainer

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

**TITLE OF IMMEDIATE SUPERVISOR:** Aquatics & Fitness Programmer

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

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

The Personal Trainer is responsible for creating exercise prescriptions and conducting workouts for clients that are goal-driven, safe and fun with a strong emphasis on customer service standards (all in accordance with the BCRPA and NFLAC guidelines). The personal trainer is responsible for ensuring the safety of participants while providing quality training sessions. The personal trainer must exercise care in routine dealings with other employees and provide assistance to the public using the facility.

### ROLE AND RESPONSIBILITIES:

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

1. Create exercise prescriptions that coincide with fitness assessment and goals of client.
2. Conduct fitness assessments, create exercise prescriptions and provide workouts according to the standards of the BCRPA and/or the CDRD testing protocols.
3. Respond to client inquiries and concerns immediately, utilizing all appropriate resources (program guide, senior staff, supervisors, etc.). Using a positive customer service approach, provide the utmost personalized customer care in an enthusiastic and professional manner.
4. Arrive on time for sessions, giving yourself enough time to set up equipment and other preparations to start session on time.
5. Establish effective relationships with clients and co-workers.
6. Undergo annual Instructor Competency Evaluations (ICE).
7. Assist the Aquatics & Fitness Programmer, or designate, with other fitness centre related tasks as needed.

### REQUIRED QUALIFICATIONS:

- Standard First Aid
- CPR "C"
- AED

- BCRPA Personal Trainer Certification or equivalent
- Satisfactory Criminal Records Check including a Vulnerable Sector Search

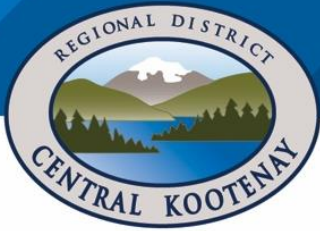
**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Demonstrated ability to conduct an effective fitness assessment and design an appropriate exercise prescription.
- 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.
- Demonstrated knowledge of the personal trainer scope of practice and ability conduct oneself within its parameters at all times.
- 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 Leader – Group Exercise Instructor

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

**TITLE OF IMMEDIATE SUPERVISOR:** Fitness Programmer

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

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### 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 Creston & 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 AND EXPERIENCE:**

- 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.

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Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date



# Job Description

## Fitness Technician

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

**TITLE OF IMMEDIATE SUPERVISOR:** Fitness Programmer/Head Fitness Technician

**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 Fitness Programmer/Head Fitness Technician, 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.12. Maintain a current certification by ensuring CEC requirements are met.

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

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

**REQUIRED 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.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date



# Job Description

## Aquafit Instructor

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

**TITLE OF IMMEDIATE SUPERVISOR:** Aquatic Programmer

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

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

The Aquafit Instructor will develop and deliver safe and enjoyable aquatic fitness classes for our customers. Hours of work may include morning, afternoon, evening and/or weekend shifts.

### ROLE AND RESPONSIBILITIES:

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. Deliver safe, effective aquatic fitness classes that create a pleasant exercising environment for customers and enable them to achieve their aquatic and fitness goals
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. Collect feedback from patrons & make suggestions to the Aquatic Programmer for improvements or changes
8. Promote and maintain good public relations towards any persons or organizations that could make use of the facility
9. Present a professional image to staff and customers
10. Follow all Creston & District Community Complex policies and procedures
11. Regularly attend staff training and continuing education to stay current with industry trends
12. Perform other related duties and responsibilities as required

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Current CFES Aquafit Instructor Certification or Equivalent
- Current CPR C certification (attained within last 12 months)
- Current Emergency First Aid or Standard First Aid
- Satisfactory Criminal Record

**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 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.

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Employee Name                                      Employee Signature                                      Date

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Employer Representative Name                      Employer Representative Signature                      Date