



Job Description

Group Fitness Instructor

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Recreation and Fitness Leader/Head Fitness Technician

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the direction of the Head Fitness and Recreation Leader/Head Fitness Technician, the Group Fitness Instructor is responsible for program planning, general safety, and the overall enjoyment of the participants attending the program in a fun and inclusive setting. 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. Ensure designated areas are clean, free of hazards and are safe to operate on a daily basis.
2. Role model appropriate behavior and use appropriate language at all times.
3. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times.
4. Do a daily inspection of the equipment to ensure all is in place and in good order prior to program start.
5. Provide first aid when needed.
6. Fill out all Incident or First Aid Reports and provide reports to the Head Fitness and Recreation Leader/Head Fitness Technician as soon as possible.
7. Provide a safe, fun and inclusive learning environment for program participants. Build rapport and meaningful relationships with participants during programs.
8. Plan and execute program activities based on the program goals and outcomes provided by the Head Fitness and Recreation Leader/Head Fitness Technician.
9. Ensure any required certifications to instruct the program are current and valid.
10. Communicate to the Head Fitness and Recreation Leader/Head Fitness Technician any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment.
11. Ensure all required equipment and resources are setup and taken down each day.

12. Ensure all participants are registered and/or have paid drop-in fees, directing registration challenges to the Customer Services Representatives.
13. Check wristbands if applicable or maintain attendance reports where required.
14. Demonstrate skills and include a variety of progressive exercises that will allow for all fitness levels to participate.
15. Follow all RDCK policies and procedures.
16. Promote and maintain good public relations towards any persons or organizations that could make use of the facility.
17. Bring customer concerns, ideas and suggestions to the Head Fitness and Recreation Leader/Head Fitness Technician to improve overall program delivery.
18. Remain flexible and willing to learn new skills.
19. Communicate via email, phone and in person with co-workers and supervisor.
20. Attend staff meetings, in-services, or planning and evaluation sessions when required.
21. Perform other related duties and responsibilities as required.

REQUIRED QUALIFICATIONS

- Standard First Aid.
- BCRPA,CFES Group Fitness 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.
- Strong inter-personal skills and comfort dealing with new people in a fitness environment.
- Passion for teaching and helping others achieve their goals.
- 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