



THOMPSON COMMUNITY ASSOCIATION

5151 Granville Avenue, Richmond, British Columbia V7C 1E6 • Telephone 604-238-8422

Job Posting - Fitness Supervisor

Overview:

Thompson Community Association is hiring a Fitness Supervisor. Reporting to the Fitness Coordinator, the Fitness Supervisor supports the day-to-day delivery of approved fitness centre operations and group fitness programming. The position provides frontline direction, scheduling support, coaching, and operational oversight for fitness staff, and practicum students; promotes safe and positive participant experiences; and escalates staffing, safety, financial, policy, and service issues to the Fitness Coordinator as required.

Duties and Responsibilities:

Programming

Support the day-to-day delivery of approved fitness programs, events, workshops, promotions, and fundraising activities.

Maintain the fitness music library, if applicable, in accordance with approved practices.

Supervisory

Provide day-to-day leadership and support to fitness staff and practicum students as required
Coordinate instructor and/or attendant coverage using approved schedules and substitute lists; notify the Fitness Coordinator of recurring vacancies, coverage issues, or schedule changes outside approved parameters.

Monitor required staff qualifications and certification expiry dates; promptly advise the Fitness Coordinator of deficiencies, renewal requirements, or training needs.

Act as the operational lead during short-term absences of the Fitness Coordinator, ensuring continuity of approved programs, staffing coverage, customer service, and routine safety practices.

Customer Service/Communication

Work with appropriate staff to coordinate promotions and marketing materials for approved fitness programs and services.

Provide clients with appropriate fitness information based on individual needs.

Address routine fitness questions, participant concerns, and operational issues; escalate complex, recurring, sensitive, or high-risk matters to the Fitness Coordinator.

Identify operational improvements and provide recommendations to the Fitness Coordinator regarding procedures, participant experience, and service delivery.

Safety/Risk Management

Educate clients on proper technique and the safe use of fitness equipment; reinforce safe operating practices and respond to immediate safety concerns.

Conduct routine fitness centre and equipment inspections; remove or clearly identify unsafe equipment, submit maintenance requests, and promptly report deficiencies to the Fitness Coordinator.
Complete required incident, accident, equipment, and safety documentation in accordance with approved procedures.
Support a clean, safe, and welcoming fitness environment and follow applicable Association and City policies and procedures.

Administrative

Ensure patrons have checked in or signed in, as applicable.
Maintain accurate operational records, including attendance, staffing coverage, client feedback, equipment deficiencies, incident documentation, and qualification information.
Attend meetings with fitness staff and/or the Fitness Committee as directed by the Fitness Coordinator.
Attend relevant Association, City, and operational meetings as delegated by the Fitness Coordinator; provide operational input on proposed procedures, service improvements, and policy changes, and implement approved policies.

Required Qualifications:

Grade 12 plus courses of up to six months and 2 years experience in a fitness-related field or related experience, including some supervisory experience, or an equivalent combination of education and experience.
Current CPR and First Aid certificate.
Valid BCRPA Fitness Theory, Group Fitness, Weight Training, or equivalent.
Computer skills.
Police Information Check.

Desirable Qualifications:

Valid BCRPA Supervisor of Fitness Leaders or equivalent.

Hours of Work and Remuneration:

15-20 hours per week (work hours may vary and will be based on operational need).
\$28.18 - \$31.72 per hour (rate effective September 1, 2026).
Benefits package after 3 months for full time employees.

Interested candidates may apply for this position by sending a cover letter and resume to:

Attention – Belén Kamon - Fitness Coordinator

Email: thompson@richmond.ca

Note: Duties are carried out in a City-owned facility; however, the City is not the Employer for this position.

Thompson Community Association is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability. This position is restricted to those legally entitled to work in Canada.

The deadline to apply is **Friday, November 6, 2026 at 5pm**. We thank all applicants in advance for their interest. Only those candidates under further consideration will be contacted.