



# CITY CENTRE COMMUNITY ASSOCIATION

5900 Minoru Blvd, Richmond, British Columbia V6X 0L9 • Telephone 604-204-8588

## TEMPORARY FULL TIME FITNESS COORDINATOR

### **Job Summary:**

Reporting to the Community Association and Community Facilities Coordinator. Responsible for organization, supervision, coordination, implementation and direction of the fitness facilities/areas, group fitness programs and all fitness staff.

### **Duties and Responsibilities:**

- Design, program and schedule group fitness classes or programs including specialized programs and response to need. Develop, schedule, evaluate and recommend changes to fitness programs
- Hire, train, schedule, provide orientation and evaluate activities of fitness attendants and group fitness instructors; may work at the same time as those staff supervised; find substitute instructors; organize and assist in the development of instructor workshops
- Be a resource to patrons in program design, health & fitness and safety; evaluate and recommend patrons needs in programs for health, fitness and safety; follow up of individual programs; demonstrate proper techniques as needed; teach safe and proper use of fitness or group fitness equipment
- Ensure compliance with policies, procedures, proper usage of equipment and safety rules; educate on health, nutrition and fitness
- Design and submit updates for the registration system and promotional vehicles
- Discuss programs, coordination and direction of the fitness facilities/areas and fitness programs regularly with the Community Facilities Coordinator
- Provide regular reports to Staff, Board and/or Fitness/Program committee
- Ensure the maintenance, cleanliness, and safety of fitness equipment; perform preventative maintenance on equipment
- Prepare the annual budget including wages, expenses, equipment purchases, maintenance costs, equipment replacement fund and fitness fee schedule for recommendation to the Fitness/Program Committee or board; monitor program expenditures; validate information for bi-weekly payroll
- Make recommendations for new and replacement fitness equipment
- Order supplies and equipment; apply for grants for fitness equipment
- Develop and update policies for fitness facility/area and fitness programs for recommendation to the Fitness/Program Committee or Board; maintain, receive, review, prepare and/or submit reports including customer surveys, incident reports, accident reports, purchase orders, price quotes, memos, correspondence, etc.
- Attend scheduled meetings
- Other related duties as assigned and may vary according to each facility

### **Required Qualifications:**

- Grade 12 graduation plus completion of a community college or specialized certification, BCRPA Weight Training designation and three years experience in a fitness related field, including supervisory experience or an equivalent combination of education, training and experience
- Basic computer skills
- Standard or Emergency First Aid & CPR
- Police Information Check

### **Desirable Qualifications:**

- Degree in Kinesiology or Human Kinetics, Exercise Science, Physical Education or related field
- 3 or more years experience in a similar position
- Additional BCRPA registration (Group Fitness, Aquatic Fitness, Weight Training, Yoga Fitness, Pilates Fitness, Osteofit, Adapted Fitness, Third Age designation, Personal Training, etc.)
- Second language

### **Hours of Work and Wages:**

- 35 hours/week (some evening and weekend work required)
- Wage: \$31.37 - \$35.51/hour
- Benefit package available after 3 months

Please note that this position is Temporary Full Time for the dates of February 17, 2025 to January 2026.

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

Jeremy Quan – Community Facilities Coordinator | City Centre Community Centre

Email: [citycentre@richmond.ca](mailto:citycentre@richmond.ca)

Deadline for receiving applications is **February 2, 2025**

City Centre Community Centre Association thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.