



THOMPSON COMMUNITY ASSOCIATION

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

Job posting Thompson Community Association **Fitness Attendant/ Personal Trainer**

Applications are being accepted for the position of **Fitness Attendant/ Personal Trainer** at Thompson Community Centre.

Thompson Community Association works in partnership with the City of Richmond to provide services ranging from preschoolers to seniors. The facility has a large gymnasium, fitness centre, programming rooms and is surrounded by Thompson Community Park. If you value working in a team environment and making a difference in the community this position is for you.

Job Summary:

Reports to the Fitness Coordinator. The Fitness Attendant supervises clients in the fitness centre, designs basic fitness programs, provides assistance with technique and fitness centre orientations; ensures fitness centre guidelines are followed, and maintains the cleanliness of the fitness centre.

Duties and Responsibilities:

Customer Service/Communication

- Communicate procedures and guidelines to clients.
- Provide internal marketing and promotions as required.
- Provide weight room orientations; interact with clients, field questions and complaints and address or forward questions/ concerns to supervisor.
- Answer general and specific questions related to physical activity and exercise.
- Maintain control and discipline of unruly clients with tact and consistency; enforce general rules of conduct including facility guidelines.
- Design and instruct basic resistance training program for healthy clients.
- Teach small groups on equipment in fitness centre.
- Attend staff meetings, education seminars and events as required.

Safety/Risk Management

- Supervise fitness facilities to ensure safety of the environment and clients and minimize risks.
- Ensure clients wear appropriate attire and footwear.
- Manage injuries/accidents according to level of first aid training obtained.
- Monitor equipment; provide minor maintenance to equipment; keep the room clear of obstacles; return all equipment to the proper location.
- Take broken or damaged equipment/apparatus out of commission and report the problem to supervisor.
- Maintain a clean environment, such as sanitizing, dusting, sweeping and vacuuming all surfaces, mats and balls, equipment and exercise areas.

Administrative

- Ensure clients are checked in/registered appropriately within all fitness facilities/areas.
- May assist front desk attendants during peak periods.

- Prepare and maintain records, activity reports and requisitions; maintain equipment inventories.
- Complete first aid and incident report forms.
- Other related duties as assigned, which may vary according to facility.

Required Qualifications:

- High school graduation plus completion of BCRPA Weight Training Leader designation or accepted equivalent and six months volunteer or work experience with the public, or an equivalent combination of training and experience
- Must have considerable knowledge on proper exercise techniques and use of equipment
- Must have considerable knowledge on the theory of movement, body mechanics, and prevention and management of sports-related injuries
- Basic computer skills
- Standard or Emergency First Aid and CPR
- Police Information Check

Desired Qualifications:

- Degree/Diploma in a related field such as Human Kinetics or Kinesiology
- One year or more related work experience
- Additional BCRPA registration (Group Fitness, Aquatic Fitness, Weight Training, Yoga Fitness, Pilates Fitness, Osteofit, Adapted Fitness, Third Age designation, Personal Training, etc.)
- Second language

Compensation and Benefits:

- The hourly rate begins at \$19.85
- Part-time hours: 5-20 per week
- Less than 20 hours per week: 4% vacation pay out per pay period
- More than 20 hours per week: extended health benefits package available after successful three-month probation

Please send a detailed resume with cover letter that reflects knowledge, skills and abilities relevant to the position Attention:

Natalia Orekhova, Fitness Coordinator

E-mail: Natalia.orekhova@richmond.ca

Thompson Community Centre

5151 Granville Avenue, Richmond, B.C. V7C 1E6

The Thompson Community Association thanks all applicants in advance for their interest. **This is an ongoing posting and will remain open until positions are filled.** Only those candidates under further consideration will be contacted.

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

This position is restricted to those legally entitled to work in Canada.

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.