



THOMPSON COMMUNITY ASSOCIATION

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

Job posting - Fitness Supervisor

Applications are being accepted for the position of **Fitness Supervisor** at Thompson Community Centre.

The 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:

Reporting to the Fitness Coordinator, organizes, plans and supervises fitness programming

Duties and Responsibilities:

Programming

Oversee and develop music library – if applicable

Organize, develop, coordinate, and direct a variety of fitness activities (fitness challenges, events, specialty registered programs etc.)

Develop and/or submit recommendations for fitness programs

Develop workshops for clients, seasonal socials, and educational sessions based on the latest trends

Develop fundraising opportunities

Supervisory

Hire, train and supervise instructors and practicum students

Ensure orientation for new instructors

Ensure all fitness instructors and fitness attendants maintain their required qualifications

Provide staff with feedback and technique improvements

Oversee fitness department in the absence of the Fitness Coordinator

Customer Service/Communication

Promote and market fitness programs

Provide clients with appropriate fitness information based on individual needs

Address any fitness issues or questions that arise

Troubleshoot and make recommendations for improvements on procedure and policies at the Centre

Safety/Risk Management

Educate clients on proper technique and the safe use of fitness equipment and ensure the safety of patrons

Maintain fitness equipment

Administrative

Arrange for substitute attendants and instructors from an approved lists

Ensure patrons have checked-in/signed in

Attend meetings with the fitness staff and/or the Fitness Committee

Attend City wide Fitness Coordinator meetings
Assist in the development of City wide policies

Required Qualifications:

Grade 12 plus courses of up to six months and 2yrs experience in 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)

\$27.20 – 30.62 per hour (rate effective Sept 1, 2025)

Benefits package after 3 months for full time employees

Interested candidates may apply for these positions by sending a cover letter and resume to:

Attention –Fitness Coordinator

Email: Natalia.orekhova@richmond.ca

Deadline to apply: November 2, 2025

The Thompson Community Association thanks all applicants in advance for their interest.

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.