

Department:

Parks Recreation and Culture

Purpose of the Position:

The Fitness Instructor is responsible to assist in the planning and delivery of fitness programs offered by the department of Parks, Recreation and Culture and the supervision of the program participants; ensure compliance with fitness standards, HIGH FIVE® standards, the Health and Safety Regulations and Municipal Policies and procedures in cooperation with the Recreation and Culture Coordinator, Child and Youth Coordinator, and/or Older Adult Activity Coordinator.

Responsible to:

Recreation and Culture Coordinator

Supervises:Program Participants (External)

1.0 RESPONSIBILITIES:

(The following sets out the principal functions of the position and shall not be considered as a detailed description of all work requirements)

- 1.1 In consultation with the applicable Coordinator, plan the assigned Fitness program(s); conduct research to expand knowledge of the program and to incorporate the information learned into the program delivery.
- 1.2 Organize the program to be offered and deliver the program in a positive and professional manner, creating an educational, safe and inviting experience for all participants.
- 1.3 Lead the Fitness program and supervise the participants throughout the duration of the program; ensure the safety of all participants.
- 1.4 Resolve operational conflicts in a timely and professional manner, taking into consideration operations, procedures and customer service standards.
- 1.5 Assist with setup/tear down of program rooms where Fitness classes are being held.
- 1.6 Actively attain knowledge regarding all Parks, Recreation and Culture department services (e.g. Programs, Facilities and Parks) and respond in a positive helpful manner to questions and inquiries from the public.
- 1.7 Advise the Recreation and Culture Coordinator of any problems related to equipment, programs and public inquiries.
- 1.8 Adhere to high standards of ethical behaviour and demonstrate his/her understanding that his/her personal actions impact the public's perception of the Municipality.
- 1.9 Perform other duties as assigned by the Recreation and Culture Coordinator or designate.

Job Posting Fitness Instructor

2.0 KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES:

Knowledge

- 2.1 Secondary School Diploma preferred.
- 2.2 Certification as a fitness instructor specialist with Canfitpro, TRX, Canadian Yoga Alliance or other certifying body.
- 2.3 Specialty certifications such as: Zumba, Pilates is an asset.
- 2.4 Standard First Aid, CPR "C" with AED.
- 2.5 Experience working with adults and older adult groups.
- 2.6 HIGH FIVE ®: Principles of Healthy Aging is preferred.

Skills and Abilities

- 2.7 Verbal communication skills including courtesy, tact and explanation.
- 2.8 Creativity and enthusiasm.
- 2.9 Responsibility driven and maturity.
- 2.10 Patience and dedication.
- 2.11 Problem solving and initiative.
- 2.12 Customer service and interpersonal skills.

3.0 OTHER:

- 3.1 Availability and flexibility to work days, evenings and weekends;
- 3.2 Valid and satisfactory Vulnerable Sector Check.

4.0 WORKING CONDITIONS:

- 4.1 Indoor and outdoor work environment.
- 4.2 Standing, sitting, running, jumping, dancing etc. associated with active participation in fitness programs is required.

Job Posting Fitness Instructor

Employment Terms:

Hours:

Variable hours based on program schedule; Programs offered Monday through Sunday.

Compensation:

\$25.00 - \$40.00/Hour, based on specialty, education and experience

Application process:

Please submit your cover letter and resume via: Online: www.porthope.ca / Your Municipal Government / Careers / Click on “View Job Opportunities + Apply Online”

Interviews:

Applicants will be reviewed on an as needed basis, depending on the availability of programs throughout the year.

The Municipality of Port Hope thanks all applicants for their interest in the position; however, only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. The Municipality of Port Hope is an equal opportunity Employer. Work accommodations are available, upon request, in the recruitment process for applicants with disabilities.