

# THE MUNICIPALITY OF ESQUIMALT

Position No.:

## POSITION DESCRIPTION

Effective Date: March 2010

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**POSITION TITLE:** Fitness Instructor-Basic

**DEPARTMENT/DIVISION/SECTION:** Parks and Recreation – Recreation Centre:  
Fitness Department

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### POSITION FUNCTION

To develop, plan and instruct land based group fitness classes and programs.

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### KEY DUTIES

- Report to the Fitness Programmer.
  - Plan, develop, implement and lead group fitness classes.
  - Demonstrate strong knowledge and ability to work with music.
  - Provide appropriate music for classes.
  - Accurately track and record the number of people attending class.
  - Promote new drop in/registered programs.
  - Ensure participant's safety while taking class – including issuing verbal PAR Q.
  - Choreograph inclusive classes that are suitable to all levels of fitness.
  - Ensure that class participants follow policy and procedures set out by the facility.
  - Set up and clean up of class equipment.
  - Report all damaged or missing equipment to supervisor.
  - Adhere to the class format and class times as outlined by the Fitness Programmer.
  - Report all incidents, accidents and schedule changes to the Fitness Programmer.
  - Provide excellent customer service, greet and assist patrons with facility program and fitness inquiries. All recommendations must stay within the Group Fitness Leader's scope of practice.
  - Communicate verbally and in writing with co-workers, customers and supervisor.
  - Ensure that their certification is kept current. New or updated certificates are to be submitted to the Fitness Programmer.
  - Perform related duties where qualified.
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### INDEPENDENCE

- Work is assigned by the Fitness Programmer according to budget allowances, facility space and said Group Fitness Leader's ability to lead the program.
- Work is reviewed through discussion with the Fitness Programmer.
- Issues such as purchase of class equipment, program finances, hiring and discipline of staff, class schedules and modifications to policy and procedure are referred to or discussed with the Fitness Programmer.

**KEY SKILLS AND ABILITIES** Promote, incorporate and role model the Township's core values into all program activities:

**Accountability** – we are transparent and take responsibility for our policies, our decisions and our actions.

**Integrity** – we practice high standards of ethical behaviour and open communication that inspires trust.

**Respect** – we value people and treat everyone with dignity and fairness.

**Service Excellence** – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

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**Passion – we approach our work with conviction and enthusiasm.**

- Understand and apply the techniques of land based group fitness instruction.
  - Excellent ability to communicate with all patrons and staff in a courteous, friendly, professional polite and respectful manner
  - Excellent verbal communication skills in the English language
  - Positive and confident body language
  - Must be in excellent physical condition to teach group fitness classes.
  - Mature, reliable and enthusiastic individual who contributes to a positive team environment
  - Ability to resolve conflict in a positive, professional manner
  - Eager to perform related job expectations
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## **WORKING CONDITIONS**

**Physical Effort:** Instruct and demonstrate various cardio and strength conditioning exercises within the group fitness class. (continuous)

**Mental Effort:** Handle difficult situations and emergencies.

Ability to monitor and attend to several people at the same time. (continuous)

**Visual/Auditory Effort:** Music level of fitness class and microphone. (continuous)

**Work Environment:** Recreation Centre gymnasium and Craigflower room. (continuous)

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## **QUALIFICATIONS**

**Formal Education, Training and Occupational Certification:**

- High school graduation.
- Current B.C.R.P.A. Recognized Group Fitness Certification &/or Can-Fit Certification &/or YMCA Canada Certification or equivalent
- Current CPR Level C (to be recertified every year)
- Possess and maintain positive criminal record check

**Experience:**

- Up to 1 year of related experience or an equivalent combination of education and experience.
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## **OTHER**

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.