



West Richmond Community Association

9180 No. 1 Road, Richmond, B.C. V7E 6L5

Telephone 604-238-8400

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Job Posting - Group Fitness Instructor – Cycle Fit

Applications are now being accepted for the Group Fitness Instructor position. Under the direction of the Fitness Coordinator provides class instruction to clients attending registered or drop in fitness classes.

Duties and Responsibilities

Programming

- Develop group fitness programs for patrons and act as a fitness resource person for the community members.
- Assist with the development and/or submit recommendations for group fitness programs at the facility.

Customer Service/Communication

- Teach group fitness classes; improve technique; supervise and ensure the safety of patrons enrolled in registered or drop-in group fitness in the fitness facility/area.
- Promote and market changing fitness programs; have a working knowledge of available programs provided at various Richmond community centres.

Safety/Risk Management

- Ensure the fitness facility/area is a safe environment and report any equipment malfunctions or safety issues to the Fitness Coordinator; ensure equipment is properly maintained, stored and locked.
- Display PAR-Q sign and ensure it is read by all participants; hand out and collect PAR-Q forms if needed; provide a verbal PAR Q for all new participants at the beginning of class.

Administrative

- Arrange for a substitute instructor from approved lists if unable to teach assigned class; notify the Fitness Coordinator of absence; notify a front desk attendant by phone if late.
- Ensure patrons have wristbands.
- Attend meetings with the fitness staff and/or the Fitness Committee on request.
- Responsible to fill out accident report forms.
- Other related duties as assigned.

Required Qualifications

- High school graduation or equivalent PLUS one or more of the following designations dependent upon course of instruction:
- Group Fitness: BCRPA Group Fitness or accepted equivalent
- Cycle Fit certification
- Equivalency designations must include proof of personal liability insurance
- Standard or Emergency First Aid & CPR
- Police Information Check

Desired Qualifications

- Group Fitness: One year's experience (minimum 70 hours) with group fitness classes in a public facility OR an equivalent combination of education, training and experience.
- Specialized fitness programs may require additional designations such as: Third Age, Adaptive.

Compensation and Benefits

- \$30 - 50/hour depending on experience.

How to Apply

This is an ongoing job posting. To apply for this position, please email westrich@richmond.ca (Adobe PDF or MS Word format only)

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

West Richmond 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.