

Fitness Coordinator

Posting #PRC2025-07

Oak Bay Parks, Recreation and Culture is seeking a qualified individual with demonstrated leadership skills for the Fitness Coordinator position. This position is responsible for the development, planning, implementation, and leadership of departmental services pertaining to the two weightrooms, personal training, drop-in fitness, , wellness and specialty fitness programs, partnerships, contracts and services. Oak Bay Parks, Recreation and Culture offers a fantastic Municipal Benefits package which includes Pension Plan, Health and Dental coverage, vacation, and sick time entitlement. Other benefits include a Staff facility pass that provides access to our weightrooms, pool, skating rink, and drop-in fitness classes.

RESPONSIBILITIES

- Programs and administers the fitness facilities to provide the greatest possible recreational opportunities for as large a cross section of the community as possible.
- Selects, supervises and evaluates a capable and qualified staff in weight training, group fitness, wellness and related community services. This includes coordinating in-service training for staff.
- Acts in a public relations capacity to bring forth new ideas in fitness and to promote public interest and participation in fitness programming.
- Assists in the development, preparation and monitoring of the Fitness section of the Parks, Recreation and Culture budget and administers Fitness related revenue and expenditures in a manner set out by the Department.
- Assists in the development of procurement procedures to support the delivery of programs and services in this area.
- Maintains up-to-date records of operations and reports to Management.
- Liaise with Centre maintenance personnel to ensure that all health regulations are observed to provide a safe, healthy fitness environment.
- Confers with organizations or individuals concerned with fitness and wellness activities and assists with their coordination, promotion and participation.
- Maintains close contact with the public and programs to ensure a friendly atmosphere in Oak Bay’s fitness facilities and programs.
- Other related duties as requested.

QUALIFICATIONS

- University degree in Kinesiology, Human Performance, or Physical Education combined with a minimum of two years of prior leadership experience in the managerial aspects of community fitness and wellness and experience in the application of specialized fitness knowledge.
- BCRPA registered Trainer or Supervisor of Fitness Leaders.
- Current Occupational First Aid Basic (or equivalent) and CPR C Certificate.
- Valid Drivers License (class 5).
- Provision of a current Police Information Check with Vulnerable Sector Screening (Note: This is the applicant’s financial responsibility to obtain this).

HOURS OF WORK	Monday-Friday – 8:30am-4:30 <i>Hours may vary and include evenings and weekends.</i>
LOCATION(S)	Oak Bay Recreation Centre and/or Henderson Recreation Centre
RATE	\$44.97/hr (step 1)-\$48.68/hr (step 3) – 2024 rates
STATUS	Permanent Full Time (This is a union position)
BENEFITS	<ul style="list-style-type: none"> • Municipal Benefits include Pension Plan, Extended Health & Dental coverage, vacation, and sick entitlement. • Staff Membership to drop-in the weightroom, fitness classes, skating, and pool.

Please submit applications by 4:00pm, Thursday, February 6, 2025, to:
Job Application Drop Box, Oak Bay Recreation Centre, 1975 Bee Street, Victoria, V8R 5E6 or
Email to: recreationjobs@oakbay.ca

Subject line in email should read: PRC2025-07 Fitness Coordinator

Please note that only short-listed applicants will be contacted after the closing date of the posting