



**Program Fitness Staff/Duty Manager  
Downtown Victoria YMCA-YWCA**

**Vacancies:** 2

**Position:** Permanent Part-Time

**Placement:** Immediate

**Wage:** \$15.55/hour (Program Fitness Staff rate); \$17.97/hour (Duty Manager rate)

**Hours:**

Vacancy # 1

Sunday to Thursday 7:30am-11:30am

Vacancy # 2

Tuesday to Friday 4:30-8:30pm & Saturdays 9:30am-1:30pm

**Nature and Scope:**

The Program Fitness Staff/Duty Manager will work collaboratively with other staff and volunteers, and are responsible for providing safe, fun and educational programs and service to members and participants in a fitness environment. A key function of their role is to assist individual members with their fitness programs, in a positive and professional manner. These staff will also build meaningful relationships through daily interaction with Y members, visitors, and colleagues; and work in collaboration with the Membership and Service staff to support member sales and retention efforts. Some Program Fitness Staff responsibilities could include leading a regular group fitness class.

This permanent part-time position is entitled to a YMCA-YWCA individual membership; 15 days pro-rated vacation; and a cost-shared benefits package (after completion of the probationary period) which includes:

- Medical (MSP coverage; eligible after one month)
- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after two years of continuous service)

**Responsibilities:**

- Perform member orientations to the fitness facility
- Maintain an atmosphere of achievement that inspires self and others to succeed
- Ensure the safety of all members, participants, staff, and property by following YMCA-YWCA standards/policies/procedures and ensuring they are maintained amongst all members and staff
- Monitor commitment to service excellence by role modelling and maintaining YMCA SAM 2.1 standards
- Assist with training new staff/volunteers in procedures and practices
- Effectively support the operation of the facility, including opening and closing procedures

**Qualifications:**

- YMCA Group Fitness certification or equivalent certification required
- YMCA Personal Trainer or equivalent certification required
- Excellent organizational, customer service and relationship building skills
- Current Standard First Aid and CPR C required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required

**Competencies:**

- Commitment to Organization Vision and Values
- Commitment to Health and Safety
- Customer Service
- Teamwork
- Communication
- Problem Solving
- Planning and Organization

**To Apply:** Please send a cover letter and resume, indicating preferred vacancy (#1 or #2), to:

Human Resources  
YMCA-YWCA of Vancouver Island  
Email: [hr@vancouverislandy.ca](mailto:hr@vancouverislandy.ca)

**Please Note:**

- 1. Application Deadline:** *This posting will close when suitable candidates have been found.*
- 2. Please indicate in your cover letter how you heard about this position.**
- 3. Internal applicants are expected to inform their supervisor prior to application.**
- 4. We thank all applicants, but only short-listed candidates will be contacted.**

*The YMCA-YWCA of Vancouver Island is an equal opportunity employer.*