



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

Vacancies: 1

Position: Permanent Full-Time

Placement: Immediate

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

Hours: Tuesday to Saturday workweek, 35 hours per week.

Tuesday to Friday 12:30pm-8:00pm

Saturdays 10:00am-5:30pm

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 full-time position is entitled to a YMCA-YWCA individual membership; 15 days 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 one year)

Responsibilities:

- Provide one-on-one personal coaching
- Serve as building supervisor/duty manager as required
- Lead small group training classes
- Perform member orientations to the fitness facility
- Perform 'teen strength' orientations
- 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 to:

Human Resources
YMCA-YWCA of Vancouver Island
Email: hr@vancouverislandy.ca

Please Note:

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

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