



Program Coordinator – Fitness Westhills YMCA-YWCA (Langford)

Vacancies: 1

Position: Permanent Full-Time

Placement: January 2021

Annual Salary: \$48,758 (\$50,742 on successful completion of the probationary period)

Hours: 35 hours/week (the standard work week is Tuesday to Saturday)

Nature and Scope:

The Program Coordinator – Fitness, is a dynamic leader who ensures that professional standards are demonstrated and applied in all related YMCA-YWCA classes, programs and services. Emphasis is placed on the ability to effectively support and deliver high quality group and individual fitness programming. The successful candidate will be highly motivated, organized, resourceful and capable of maintaining a positive, caring, service-oriented environment.

Reporting to the Centre Manager, the Program Coordinator - Fitness will work as a member of the Health, Fitness and Aquatics leadership team. The responsibilities will include assisting in the development and maintenance of a strong team of motivated fitness volunteers and staff and ensuring the delivery of leading-edge classes and events. A willingness to work a flexible schedule is required.

Permanent full-time positions qualify for a YMCA-YWCA individual membership; 22 vacation days; paid sick days (as per policy - 18 per year, accrued); and a cost-shared benefits package (after completion of the probationary period) which includes:

- Health Care, Drug Plan, Dental, Vision, EAP
- Extended Health Care
- Life Insurance
- YMCA Canada Pension Plan (eligible after one year of continuous service)

Other benefits are outlined in the Y's Personnel Policies.

Responsibilities:

- Assist with the organization, scheduling, and supervision of all group and individual fitness classes and sessions.
- Assist with the recruitment, training and development of volunteers and staff
- Teach group fitness classes and deliver personal coaching sessions for members.
- Assist in the delivery of the YMCA Canada Fitness Leadership Program.
- Ensure staff and volunteers maintain required up-to-date certification, facilitate and recommend professional development workshops and facilitate in-service training programs.
- Monitor commitment to service excellence by role modelling and maintaining YMCA SAM 2.1 standards.
- Educate members and the public regarding safe exercise habits and ensure all safety and proper exercise procedures are followed.
- Direct delivery of programs and classes.

- Monitor and manage the relevant area budget.
- Contribute as a member of the leadership team in the operation of the Branch.
- Serve as the Building Supervisor/Duty Manager as required.
- Provides leadership to the Strong Kids Campaign as requested.
- Adhere to YMCA Child Protection Policies and Procedures.

Qualifications:

- University Degree or College Diploma in a related field
- YMCA Personal Trainer (or equivalent) and YMCA Group Fitness Certification (or equivalent) in a minimum of 2 specialty areas. *Applicants with only one certification or one specialty area will be required to obtain the other certification or another specialty area (training provided).*
- Minimum 2 years of health and fitness program-related experience
- Experience supervising a large department/team of staff and volunteers
- Excellent customer service skills
- Strong computer skills (Word, Excel, Outlook); experience with a registration software (e.g. ActiveNet) is an asset
- Excellent oral and written communication skills
- Current Standard First Aid and CPR (C) required
- A clear Police/RCMP Criminal Record Check with Vulnerable Sector Screening required
- The YMCA/YWCA has implemented a mandatory COVID-19 vaccination policy requiring all staff and volunteers to be fully vaccinated.

Competencies:

- Commitment to Organization Vision and Values
- Leadership
- Commitment to Health and Safety
- Conflict Resolution
- Coaching and Development
- Service Attitude/Customer Focus
- Relationship Building
- Communication
- Teamwork

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: Shortlisting for this position will begin January 4th; 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. We thank all applicants, but only short-listed candidates will be contacted.**

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