



Program Coordinator – Fitness Downtown YMCA-YWCA (Victoria)

Vacancies: 1

Position: Permanent Full-Time

Placement: immediately

Annual Salary: \$51,225 annually (\$53,309 annually on successful completion of the probationary period)

Hours: Full-Time: 35 hours/week (Tuesday to Saturday work week)

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 high-quality individual fitness programming and events. A willingness to work a flexible schedule is required.

Permanent full-time qualify for a YMCA-YWCA individual membership; 22 vacation days; paid sick days (as per policy); 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, LTD and AD&D
- YMCA Canada Pension Plan (per Y's Personnel Policies)

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

Responsibilities:

- Responsible for the organization, scheduling, and supervision of all individual and small group fitness programs.
- Recruit, train, coach and supervise, volunteers and staff
- Deliver personal coaching and small group sessions for members.
- Assist in the delivery of the YMCA Canada Fitness Leadership Program.
- Ensure staff and volunteers maintain the required up-to-date certification.
- Facilitate 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.

- 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 Annual Campaign as requested
- Adhere to YMCA Child Protection Policies and Procedures.

Qualifications:

- Experience supervising a large department/team of staff and volunteers
- Minimum 2 years of health and fitness program-related experience
- YMCA Personal Trainer (or equivalent)
- YMCA Group Fitness Certification (or equivalent) in a minimum of 2 specialty areas is an asset.
- University Degree or College Diploma in a related field
- Excellent customer service skills
- 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 (prior to start date – not required at the application stage)

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:** Please note that applications will be short-listed for interviews as they are received; deadline for applications is Tuesday March 4, 2025 @12noon
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.