

	<p>TOWNSHIP OF GUELPH/ERAMOSA</p> <p>DEPARTMENT: Parks and Recreation</p> <p>TITLE OF POSITION: Active 55+ Fitness Instructor</p>
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1. JOB SUMMARY:

The Active 55+ Programming Instructor is responsible for developing, organizing, and instructing various fitness programs. They will provide feedback and suggestions to the Community Programs Coordinator to improve the overall program. They will also be responsible for setting up the classes, which includes but is not limited to, moving materials and equipment for classes, and then general clean up after the class.

2. STATUS:

Casual Part-Time

3. HOURS:

Work hours vary and coincide with scheduled fitness classes.

4. IMMEDIATE SUPERVISOR:

Community Programs Coordinator

5. TITLES OF POSITIONS REPORTING TO THIS POSITION:

None.

6. RESPONSIBILITIES:

- a) Responsible and accountable for developing and conducting fitness programs for the Active 55+ Programs in Guelph/Eramosa Township.
- b) Provide general information to the public and assist them with their concerns and complaints when possible while maintaining a positive public image.
- c) Arrive early to each fitness session, at least 10-15 minutes before the start time of a session to prep and setup supplies and equipment needed for program.
- d) Monitor individual participants' abilities and adapt training programs to accommodate different levels of fitness or any other special requirements.
- e) Motivate and encourage participants by providing constructive feedback and positive comments throughout program.
- f) Responsible for takedown and clean-up of supplies and equipment upon conclusion of program.
- g) Report any damaged equipment or low stock of supplies needed for program.

- h) Tend to any incidents or personal injuries as required and complete and forward documentation to Community Programs Coordinator.
- i) Perform duties and work in accordance with the Township's Safety Policy and Procedures as well as the Occupational Health and Safety Act, including all applicable regulations.
- j) Maintain attendance records for senior management to track Active 55+ programs.
- k) Perform other related duties as assigned by the Community Programs Coordinator.

7. EQUIPMENT, MACHINES AND TOOLS USED:

Various fitness and health equipment will be used and moved accordingly.

8. EDUCATIONAL REQUIREMENTS:

None.

9. JOB REQUIREMENTS:

- a) Minimum Grade 12 or equivalent.
- b) Current certification with a recognized organization (OFC; CanFitPro) is required, Senior's Fitness Instructor Course considered an asset.
- c) Minimum Class G Ontario Driver's License in good standing required.
- d) Valid First Aid and/or CPR certification plus AED training is required.
- e) Working knowledge of the Township properties and programs is an asset.
- f) A satisfactory Police Record Check including Vulnerable Sector Check is required at time of offer

10. QUALIFICATIONS

The following abilities are critical to the position of Active 55+ Program Instructor:

- a) Strong organizational and leadership skills.
- b) Capacity to work with minimal supervision.
- c) Ability to adapt to the daily challenges associated with a busy work environment.
- d) Must be a reliable self-starter and undertake all aspects of the job thoroughly and willingly.
- e) Excellent communication and customer service skills.
- f) Must possess an understanding the Occupational Health and Safety Act and other applicable legislation.
- g) Strong problem solving and conflict management.
- h) Develop, foster and sustain effective working relationships with other Township staff.
- i) Build, foster and sustain a positive public image.
- j) Ability to capitalize on cost saving opportunities and efficiencies.

Approved by:

By: _____
CAO

On: _____

*Created – February 2014
Revised – November 2017*