

# Woolwich Township Job Posting



<b>Date:</b>	April 28, 2022
<b>Position:</b>	Fitness Instructor (non-union)
<b>Positions Available:</b>	2
<b>Department:</b>	Recreation & Community Services
<b>Wage Rate/Grade:</b>	\$32.00- \$39.99 per hour

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Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you'll play a key role in helping shape the next phase of our future growth and development.

## PURPOSE OF POSITION AND PROFILE

Recreation & Community Services is seeking to fill two (2) certified Fitness Instructor positions.

Instructors are responsible for planning high-quality programs that are stimulating and enjoyable for all participants.

## RESPONSIBILITIES

- Plan, organize and deliver high quality lessons for all levels of participants
- Keep current with industry trends and new class formats
- Provide a high level of front-line customer service including greeting and accident prevention
- Maintain complete vigilance while on duty and be ready to respond to any emergency
- Complete administrative duties in a timely manner (e.g., attendance, incident/ accident reports, opening and closing procedures)
- Maintain a safe and tidy program space ensuring equipment is set-up and stored appropriately
- Report all concerns, accidents and incidents to immediate supervisor and take appropriate action
- Maintain an understanding of department programs and services
- Attend meetings/training as required
- Perform all other duties as assigned

## REQUIRED KNOWLEDGE AND SKILLS

- Demonstrate leadership, interpersonal, customer service and dynamic facilitation skills
- Team player with strong organizational, communication, presentation, problem solving and conflict resolution skills
- Understand, adhere to, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff

## QUALIFICATIONS/WORK REQUIREMENTS

- High school Grade 12 diploma or equivalent
- Certified Fitness Instructor from an accredited organization
- 1 plus years related Group Fitness instruction or related experience
- Must have reliable transportation
- Standard First Aid / CPR level C (or willing to obtain as a condition of hiring)
- Proof of current and valid certificate(s) and/or educational qualifications
- A current Police Record Check with Vulnerable Sector Check will be required upon hire
- Must be prepared to work flexible hours including evenings, weekends and statutory holidays as required, at various locations though out the Township

## **WORKING CONDITIONS**

- Working both indoors and outdoors

## **COVID-19 VACCINATION**

In accordance with the Township of Woolwich's mandatory *COVID-19 Vaccination Policy*, new Woolwich Township employees (or employees re-hired after a minimum of 3 months) are required to be fully vaccinated as a condition of hire, subject to accommodations required in accordance with the *Ontario Human Rights Code*.

Interested applicants are invited to submit their resume via email to: [hr@woolwich.ca](mailto:hr@woolwich.ca) before **4:00 pm on Friday May 13<sup>th</sup>, 2022. Please quote job posting 2022-25.**

All applicants are thanked for their interest in these positions, however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.