

## Health and Wellness Coordinator (Temporary, Full-Time) - 1285

### Close Date

March 19, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

*Let's make Kamloops shine! Join our team today.*

### Position Overview

If you love engaging with our community and living a healthy lifestyle, check out this exciting opportunity! The temporary, full-time Health and Wellness Coordinator develops programs, hires contract instructors, creates healthy lifestyle workshop and plays a huge role in the City's Total Wellness Program. If this sounds like a good fit for your career path, apply today! Please note this is a temporary position until approximately April 2025 or return of the incumbent.

The successful candidate for the health and Wellness Coordinator (\$37.21) must have the following qualifications:

1. Completion of a post-secondary degree in physical education, human kinetics, or kinesiology with a minimum of one year's experience (within the past three years) in the development, organization, and evaluation of health and wellness programs and current certification in group fitness, weight training or personal training.  
OR  
Completion of a post-secondary degree in an unrelated field with two year's experience (within the past five years) in the development, organization, and evaluation of health and wellness programs and certifications in group fitness and weight training or group fitness and personal training.
2. Current CPR Level C and AED certification.
3. Valid BC Driver's Licence - Class 5.

Please note, our preference will be to hire a fully qualified Health and Wellness Coordinator, however, if there are no qualified applicants, we may hire a Health and Wellness Coordinator - Training Opportunity.

The successful candidate for the Health and Wellness Coordinator – Training Opportunity (\$35.55) must have the following qualifications:

1. Completion of a post-secondary diploma in Health & Physical Education, Human Kinetics, or Health, Wellness and Fitness with a minimum of one year's experience (within the past three years) in the development, organization, and evaluation of health and wellness programs and a current certification in; group fitness, weight training, or personal training.  
OR  
Completion of a post-secondary diploma in an unrelated field with a minimum of three year's experience (within the past five years) in the development, organization, and evaluation of health and wellness programs and a current certification in; group fitness, weight training, or personal training.

2. Current CPR Level C and AED certification.
3. Valid BC Driver's Licence – Class 5.

For further information on the Health and Wellness Coordinator position, please see the attached job description for the fully qualified position and for further information on the details around the training opportunity please see the attached terms and conditions.

#### Awarding of Training Opportunity:

To be successful for this training opportunity, senior applicants must meet the above requirements. Applicants are able to participate in a maximum of three training opportunities within the Department.

#### On-the-Job Experience and Training:

The most senior qualified candidate for this opportunity will be gaining experience towards becoming a fully qualified Health and Wellness Coordinator. The exact length of the training opportunity may vary based on the previous education and experience of the successful candidate.

#### Pay Rate:

The successful applicant for this training opportunity will receive the pay rate of Pay Grade 10 (inside), \$35.55 per hour to start. If the incumbent is successful in completing the Training Opportunity term before the contract end date, the incumbent will move to a Pay Grade 11 (inside) as a fully qualified Health and Wellness Coordinator

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position. This is a CUPE local 900 position.

#### **Hourly Rate**

\$37.21 - \$35.55

#### **Hours & Days of Work**

##### **Monday - Friday:**

8:00 AM - 4:00 PM (summer)

8:30 AM - 4:30 PM (winter)

Shifts can be flexed up to 6 times a month depending on the agreement with your supervisor.

#### **Hours per Week**

35

Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email [hr@kamloops.ca](mailto:hr@kamloops.ca) or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at [kamloops.ca/careers](http://kamloops.ca/careers).

## Training Opportunity Terms & Conditions

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The City of Kamloops encourages career development and professional growth for its employees. Training postings (including training opportunities and "in-training" postings) allow staff the prospect of moving into an area of the City operations that they may not otherwise have the experience or qualifications to bid into.

To support this, the parties have adopted the following terms and conditions for training postings. To illustrate your acceptance of the terms and conditions, please initial each item and date and sign at the bottom.

### 1. MANAGEMENT/EMPLOYEE RESPONSIBILITIES

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The City recognizes that there is a joint responsibility for the development and success of the trainee. It is management's obligation to regularly monitor and assess the trainee's work to ensure that he/she is completing the requirements of the training. It is the employee's obligation to meet the commitments of the training posting, attend any training or educational sessions required and to participate in applicable duties at the workplace.

### 2. TRAINING TERMS

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Training terms may vary in length, based on the amount of experience that the successful qualified applicant brings to the position.

### 3. ACCESS TO TRAINING

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Employees will be allowed to access a maximum of two of the training types (training opportunity and/or in-training) during their employment with the City. The third training type, apprenticeship, will have a maximum of one opportunity.

Where the situation exists for an employee to pursue multiple opportunities related to a particular career path within a Division, consideration will be given on a case by case by the Employer to waive the access restrictions.

### 4. EMPLOYEE COMMITMENTS

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- a) Employees must commit to the training term stated on the posting.
- b) After completion of the training term, employees must remain in the position for the commitment term stated on the posting.

*OUR CORPORATE MISSION IS . . . to provide the best possible services to our citizens that reflect the will of Council and provide a balance of benefits to the community.*

- c) For a period of one year after completing the training term, employees (unless they are otherwise employed full time outside of the classification), must accept any vacant shifts that should arise in the classification they have been trained in if that shift remains vacant after a posting or bid meeting process.

Any employee who does not fulfill the commitments of a training posting through his/her own actions will not be allowed access to any other training types in the future.

**5. SENIORITY FOR TRAINEES**

New employees hired for a training position will not obtain seniority during the training term. If confirmed in the position, seniority will be calculated as per the Collective Agreement and given to the employee at that time.

**6. LAYOFF AND RECALL FOR TRAINEES**

The trainee will be laid off before junior, fully qualified incumbents in the classification. The trainee will be recalled last after junior, fully qualified incumbents in the classification.

**7. TRAINEE PROBATIONARY PERIODS**

The probationary period for externally hired employees will be equivalent to the training term. As per Article 10(d), the employment of these employees may be terminated at any time during the probation period at the absolute discretion of the employer, provided however, that such discretion is not used in an arbitrary, perverse, or capricious manner.

Employees with seniority who do not fulfill the commitments of a training posting or who are deemed unsuccessful after passing probation will forfeit the right to return to his/her former position but will be allowed to use his/her seniority for one year to bid on another position.

The Union has agreed to consider requests for longer probationary periods based on the length of the training term and/or a trainee's progress.

**8. OVERTIME CALL OUT**

In the event of an overtime call out, fully qualified staff will be called first. Trainees may be considered at management's discretion.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date