



JOB DESCRIPTION

The City of Orillia is seeking a dynamic Fitness Coordinator to join our team in the Recreation, Youth and Culture Division of the Corporate Services Department. Reporting directly to the Aquatic and Fitness Supervisor, the Fitness Coordinator will play a key role in enhancing our community's fitness offerings.

DUTIES

- Develop and execute long-term growth plans for community fitness programs.
- Plan, organize, schedule, and deliver high quality, safe and stimulating programs for all levels of participants.
- Maximize participant engagement and registration numbers in specialized programs: personal training, small group training, and drop-in and registered fitness programs.
- Oversee all fitness staff, providing ongoing supervision, coaching, and support, including onboarding, training, and performance evaluation.
- Responsible for creating diverse and innovative advertising and promotion of all fitness services provided by the City of Orillia.
- Responsible for the ongoing inventory maintenance and replacement of fitness and safety equipment
- Monitor the use of equipment and supplies, conduct inventory counts and re-stock as needed.
- Address concerns, accidents, and incidents promptly and appropriately.
- Address program feedback professionally while delivering exceptional customer service.
- Understand, adhere to, and enforce Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff.

QUALIFICATIONS

- Degree/Diploma in Physical Education/Kinesiology/Recreation or related field.
- CSEP is considered an asset.
- Current Fitness Instructor and Personal Trainer certifications from a recognized certifying body.
- Current Standard First Aid with CPR - C from an accredited organization.
- Experience supervising large teams of staff.
- Exceptional customer service, organizational and oral and written communication skills.
- Additional certifications are considered an asset.
- Ability to work independently, as well as part of a team.

This position is a full-time casual position that includes regular evening and weekend shifts. The successful candidate will be required to obtain an acceptable Criminal Record Check and current Vulnerable Sector Check at their own expense prior to the employment commencement date.

Compensation for this position is \$29.44 per hour based on qualifications. Interested applicants are invited to submit an application by **May 24, 2024**, at noon.

Applications will only be accepted by applying online. Please click the "Apply Now" button below.



City of Orillia
Corporate Services Department
Recreation and Youth Services Division
Fitness Coordinator

Note: The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. We thank all applicants that apply and advise that only those to be interviewed will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act 2001, S.O. 2001, c. 25., and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, City of Orillia, 50 Andrew St. S., Orillia ON L3V 7T5