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aurora.ca

Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Programmer, Fitness

**Employment Type:** Permanent, Full Time

**Location:** Aurora, Ontario

**Salary Range:** \$77,210.85 - \$96,513.06

**Closing Deadline:** September 19, 2025

The Town of Aurora is located in the heart of York Region and just 30 kilometers north of Toronto. Our vision is to become a progressive community with a small-Town charm and our mission is to deliver exceptional services that make people proud to call Aurora home. Our workforce is talented, diverse, and committed to fostering a culture that exemplifies teamwork, embraces innovation, and values diversity, equity, and inclusion to achieve mission excellence. It is important that our workforce reflects the citizens we serve. Come join us at the Town of Aurora, "You're in Good Company".

#### Position Summary

Reporting to the Coordinator, Fitness, responsible for the coordination, monitoring, and/or supervision of fitness programs and services at the Club Aurora Fitness Centre. Coordinating the work of all fitness staff to provide fitness programs and services to meet fitness service levels. Provides feedback to the Fitness Coordinator on employee performance, conducts staff training, ensures program content meets departmental standards and industry standards, and manages relevant fitness portfolios as required and assigned. Assist with administrative duties as required to support the Fitness Coordinator, including but not limited to member newsletters and payroll administration.

#### Responsibilities

- Coordinates and monitors all fitness programs, services, and the operation of Club Aurora Fitness Centre, including providing guidance and performance feedback to fitness staff and fitness instructors; program equipment management including inventory checks as needed; and providing on-going feedback to the Fitness Coordinator on employee performance; and ensuring program content meets departmental standards.
- Provides the administrative oversight of fitness programs including the scheduling and training of qualified staff to run programs, providing sufficient fitness equipment and materials for programs, and provide feedback, guidance and mentorship to staff so they may provide high-quality fitness service levels.
- Manages various portfolios, including but not limited group fitness classes for members and participants, personal training programs, fitness assessments, preventative maintenance of fitness equipment, member communication (e.g., newsletter), and social media management.

#### Qualifications

- University or Community College diploma in Physical Education, Kinesiology, Fitness and Lifestyle Management, Fitness and Health Promotion or related discipline.
- Minimum of two (2) years of fitness experience preferably at a municipal level.
- Possesses current Canadian Society for Exercise Physiology Certified Exercise Physiologist (C.E.P.) or Canadian Society for Exercise Physiology Certified Personal Trainers (C.P.T.) designation; Standard First Aid - C.P.R. Level C certification.
- Group Exercise Certification (i.e. from Can-Fit-Pro/Ontario Fitness Council/American Council on Exercise or equivalent) is considered to be an asset.
- Good working knowledge of computer-related programs including but not limited to MS Office 365: Word, Outlook, Excel, ACTIVENet Registration System.
- Excellent interpersonal, organizational, public relations, program design/delivery and lifestyle counselling skills, and the ability to deal courteously and effectively with members, program participants, the general public, and staff.

- Must hold a valid Class “G” driver’s license and have access to a reliable vehicle to use on Town business.

If you are interested in joining our dedicated team of municipal professionals, please visit our [Jobs - Town of Aurora](#) page and apply to the position directly.

Successful applicants to this position will be required to provide a **Police Criminal Record Check** that is satisfactory to the Town prior to their start date at the applicants’ own cost.

The Town of Aurora is an equal opportunity employer that is committed to an inclusive, barrier-free recruitment and selection processes and work environments. We are committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be contacted.

Applicant information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment with the Town of Aurora. Questions about this collection of personal information should be directed to the Human Resources Division at 905-727-3123.

#### Artificial Intelligence Transparency Notice

At the Town of Aurora, we are committed to transparency and fairness in our recruitment process. While we utilize a recruitment system (ADP Workforce Now) with Artificial Intelligence (AI) powered capabilities, we do not currently use AI technology to screen, assess or select applicants relating to the recruitment process. While our system is equipped with AI tools, we prioritize a human-centered approach to recruitment. All candidate evaluations are conducted through direct human interaction, ensuring that hiring decisions are based on a thorough review of qualifications, skills, experience, and corporate cultural fit. We remain committed to transparency, fairness, and compliance with all relevant legislation, including Bill 149, in order to protect the rights and privacy of all applicants.