

## Coordinator, Active Living (Exempt)

<b>Job Requisition</b>	JR-2026-79 Coordinator, Active Living (Exempt) (Open)
<b>Job Family</b>	Exempt
<b>Start Date</b>	2026-04-14
<b>End Date</b>	2026-05-06
<b>Primary Posting</b>	No
<b>External Posting URL</b>	<a href="https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Coordinator--Active-Living--Exempt-_JR-2026-79">https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Coordinator--Active-Living--Exempt-_JR-2026-79</a>
<b>Description</b>	Application Closing Date:

**May 6, 2026**

**Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.**

Salary Range:

**\$81,131.22 - \$95,448.50**

Reporting to the Manager, Recreation Services, the Coordinator, Active Living serves as the operational lead for the City's dry land portfolio. This role drives membership sales, manages high-value fitness assets, and curates a competitive, boutique-style group fitness schedule. Furthermore, the Coordinator oversees all community dry land programming and sport usage, ensuring equitable access and maximizing facility utilization.

Key Duties & Responsibilities:

- Establishes the fitness centre culture. Ensures the environment is welcoming, safe, and inclusive for users ranging from high-performance athletes to rehabilitation clients.
- Coordinates the lifecycle and maintenance of a significant inventory of cardio and strength equipment. Develops and enforces strict Preventative Maintenance schedules, coordinates repairs with vendors, and recommends capital replacements.
- Acts as the primary driver for membership acquisition and retention. Develops onboarding strategies for new members to reduce attrition and increase pass sales.
- Oversees the personal training program. Recruits and manages trainers, ensuring they meet revenue targets and service standards while adhering to City liability policies.

Program Strategy & Trend Analysis

- Curates a dynamic group fitness schedule that rivals comparable studios. Continuously analyzes fitness trends to keep programming relevant and competitive.
- Maximizes the utilization of the double gymnasium. Balances drop-in sports with registered programs and league rentals to ensure optimal community access and revenue yield.
- Develops dry land programs for diverse populations, including seniors, youth, and chronic disease management.
- Serves as the primary liaison for community sport user groups. Manages seasonal block-bookings, negotiates allocation disputes, and fosters positive relationships with local sport associations.

Leadership & Staff Development

- Serves as the technical expert for fitness staff. Recruits and mentors Fitness Leaders and Instructors, ensuring their certifications are current and their teaching quality is high.
- Establishes and monitors rigorous cleaning and hygiene protocols for the fitness floor and equipment. Directs Gym Attendants to ensure the facility always meets hospitality-level cleanliness standards.

- Conducts regular evaluations of instructors and attendants. Handles the unique challenge of managing excluded staff (contract instructors) and ensuring they adhere to City culture and safety standards.
- Enforces risk management protocols in a high-liability environment. Ensures staff are trained to respond to cardiac events and musculoskeletal injuries.

#### Administration & Business Development

- Analyzes class attendance numbers and cost recovery margins. Has the autonomy to cancel under-performing classes and scale up high-demand programs to maximize ROI.
- Oversees contracts for external service providers and ensures compliance with insurance requirements.
- Assists in the development of the Active Living Services budget, specifically forecasting revenues from memberships and personal training services.
- Approves time sheets, invoices and vouchers for payment of services.
- Researches and develops grant applications. Works with Active Living, Culture & Community Activation staff to maximize use of facilities and programs.
- Performs other duties as assigned.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

#### Required Education & Experience:

- Diploma in Kinesiology, Exercise Science, Recreation Management, or a related field.
- Minimum three (3) years of progressively responsible experience in fitness centre management or community recreation.
- Experience managing a fitness facility floor, including equipment maintenance and safety protocols.
- Proven track record in program development and revenue generation.
- Must possess or obtain BCRPA Supervisor of Fitness Leaders (SFL) designation within 6 months of hire.
- Current CPR Level C / AED.
- Valid B.C. Driver's License.
- An equivalent combination of education and experience may be considered.

#### Required Knowledge, Skills & Abilities:

- Ability and willingness to work a variable schedule, including frequent mornings, evenings and weekends, to align with the operational realities of the recreation industry and event hosting.
- Deep understanding of current trends in the commercial fitness sector.
- Functional knowledge of fitness equipment mechanics to troubleshoot issues and manage service contracts effectively.
- Strong guest service orientation with an understanding of sales fundamentals.
- Advanced skill in recreation/fitness management software such as XplorRec, RecStaff, for scheduling and reporting.
- Ability to motivate and manage a diverse team of specialized instructors and trainers who often work irregular hours.
- Ability to manage gym etiquette issues and member conflicts with professionalism and diplomacy.
- Ability to deal effectively with the public on a variety of matters pertinent to recreation.
- Ability to obtain and maintain an acceptable Police Information Check with the Vulnerable Sector.

**To Apply:**

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting “apply” and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

<b>Worker Sub-Type</b>	Permanent
<b>Location</b>	Recreation Centre Facility
<b>Time Type</b>	Full time
<b>Locations</b>	
<b>Supervisory Organization</b>	Active Living & Aquatics