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Town of Aurora

## Employment Opportunity

Corporate Services

Division of Human Resources

### Fitness Instructor Specialist

**Employment Type:** Contract, Full Time

**Location:** Aurora, Ontario

**Salary Range:** \$62,055.59 - \$76,107.29

**Vacancy Reason:** Temporary Replacement

**Closing Deadline:** October 25, 2026

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 Fitness Coordinator, the Fitness Instructor Specialist delivers safe, engaging, and effective fitness programs and services that promote health and wellness. This role provides leadership in group fitness, aquafit, specialty classes, and personal training, while supporting program development, staff mentorship, facility operations, and customer service at Club Aurora Fitness Centre.

#### Responsibilities

- Deliver safe, effective, and engaging fitness programs, including group fitness classes, Aquafit, specialty classes, virtual/hybrid classes, and personal training sessions, tailored to participants' diverse needs and fitness goals.
- Support the Fitness Programmer in the planning, development, implementation, and evaluation of fitness programs and services throughout the year, incorporating emerging industry trends and participant feedback.
- Provide administrative support to the fitness team, including collecting attendance records and program statistics, conducting peer evaluations, and assisting instructors and staff during peak operational periods.
- Manage assigned fitness portfolios, including personal training, corporate memberships, fitness trend analysis, and group fitness class audits, to support program quality and continuous improvement.
- Collaborate with the Fitness Programmer to develop marketing and promotional materials, including newsletters, flyers, and social media content, to promote fitness programs, services, and memberships.
- Provide informal coaching, mentorship, and guidance to fitness instructors, supporting effective class delivery, participant engagement, professional development, and adherence to safety practices.
- Monitor Club Aurora Fitness Centre operations, supervise facility use during operating hours, demonstrate proper exercise techniques and equipment use, and inspect and clean fitness equipment as required.
- Respond to inquiries from members, program participants, businesses, and the public regarding fitness programs, memberships, and facility services, resolving concerns professionally and escalating issues when appropriate.

- Foster an inclusive, welcoming, and supportive fitness environment that promotes participant safety, satisfaction, and overall wellness.
- Maintain current required certifications and ensure fitness instruction and facility practices comply with organizational policies, industry standards, and health and safety requirements.
- Perform other related duties and assignments in support of departmental operations and organizational objectives.

### **Qualifications**

- Community college diploma in Physical Education, Kinesiology, Fitness and Lifestyle Management, Fitness and Health Promotion, or a related discipline.
- One to two years of relevant fitness experience, preferably in a municipal environment.
- Current certification in one or more of the following: Group Exercise, Group Fitness specialty, Aquafitness Instruction, or Personal Training (CSEP-CPT or equivalent).
- Current Standard First Aid and CPR Level C certification.
- Certified Exercise Physiologist (CSEP-CEP) designation considered an asset.
- Proficiency in Microsoft Office 365 and familiarity with registration systems such as ACTIVENet.
- Strong interpersonal, organizational, communication, program delivery, and customer service skills.
- Ability to work flexible hours, including evenings and weekends.
- Valid Ontario Class G driver's licence in good standing and access to a reliable vehicle for corporate business.

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

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.

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.