



# SQUAMISH

HARDWIRED *for* ADVENTURE

## External Job Posting

<b>Position:</b>	<b>Recreation Program Instructor 1 – Fitness</b>
<b>Status:</b>	Regular Part-Time (4-19 hours a week)
<b>Work Area:</b>	Recreation
<b>Posting Date:</b>	November 20, 2024
<b>Closing Date:</b>	December 31, 2024

## GENERAL SUMMARY

Reporting to the Recreation Program Coordinator, the Recreation Instructor – Fitness will assist with the planning, leading, and supervision of recreation activities as well as leading community-based exercise and fitness programs.

## KEY RESPONSIBILITIES

### Customer Service

- Contributes to the success of our team, creation of our community by fostering the District of Squamish corporate values in their work: respect, integrity, connection and progress.

### Recreation Program Administration

- Directs fitness programs, promoting, organizing, scheduling, and supervising these activities in cooperation with other Recreation Departments or partnering organization activities to avoid conflicts and provide consistent service to the public.
- Assists in organizing, and planning appropriate activities for various skill levels.
- Instructs and leads planned activities focusing on specific fitness areas.
- Leads exercise groups where program content is based on BCRPA performance standards and guidelines.
- Incorporates the use of appropriate exercise equipment based on the identified needs of the participants.
- Conducts set-up and pre-use inspections of equipment.
- Wipes down equipment prior to take down.
- Assists in the promotion and evaluation of programs including gauging participant satisfaction.
- Conducts and assists in the evaluation of intake and outtake measures related to participation. Ensures safety of participants enrolled in activities and advises the supervisor of safety concerns.
- Responsible for equipment set up and assists with purchasing program supplies and equipment.
- Communicates effectively, keeping accurate records and making reports as required.
- Assists Recreation Program Coordinator with related program duties.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and ability to lead outdoor and indoor activities pertaining to a wide range of age groups in various recreation environments (pool, arena, outside etc.).
- Demonstrated ability to build strong relationships with all ages.
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner.
- Demonstrated leadership skills, energy, enthusiasm and positive attitude when relating to all ages and the public.
- Strong organizational and planning skills.
- Ability to communicate effectively, verbally and in writing with coworkers and program participants.
- Ability to lift and move program related equipment.
- Ability to swim and skate independently and safely.
- Ability to successfully pass a Police Information Check for working with vulnerable populations.
- Ability to excel in a team-oriented environment.
- Is self-motivated and takes initiative appropriately.
- Basic computer skills (ie. MS Word, MS Excel, Outlook).
- Ability to understand, follow, and relay messages and instruction.



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## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- An original Police Information Check, including Vulnerable Sector Check issued within the past 6 months that is satisfactory to the employer will be required before starting in the position.
- Grade 12
- Minimum 2 years experience working with and leading a wide range of recreation programs including group fitness programs and rehabilitative fitness programs for adults and seniors.
- Experience, training & qualifications related to specific programming needs
- First Aid Certificate minimum 16 hour course
- Valid "Class 5" BC Driver's License or valid "Class 4" BC Driver's License or the ability to obtain a "Class 4" BC Driver's License.
- Relevant experience qualifications and/or certification (Provincial Standards where applicable).
- Previous experience working in Recreation or a relevant work environment is an asset such as a background in personal training, group fitness instruction, physiotherapy, occupational therapy, or rehabilitative fitness instruction.
- Previous experience working with older adults and adults living with neurological conditions.

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Current Hours of Work:** 4 – 19 hours a week. Shifts range from Monday to Sunday, between the hours of 7:00am-10:00pm (subject to change).

**Salary:** \$25.23 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply](#). If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #24-144** or submit your paper application to:

Human Resources  
District of Squamish  
37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include "Accessibility" in the subject line. We thank all applicants for applying.*