



**THE CORPORATION OF THE TOWNSHIP OF KING  
JOB DESCRIPTION**

**JOB TITLE:** Fitness Specialist

**CLASSIFICATION:** Part-Time, Seasonal

**DEPARTMENT:** Community Services

**SALARY LEVEL:** \$21.00 - \$24.00/Hour

**LOCATION:** 25 Dillane Drive, Schomberg

**JOB PROFILE:**

**Function:**

Under the direction of the Supervisor of Active Living & Aquatics, the Fitness Specialist is responsible for the on-site supervision of the fitness centre to ensure all participants are having an enjoyable experience in a safe environment at all times. They will serve as a resource for participants to provide exercise guidance and assist with fitness inquiries.

**Reports to:**

- Supervisor of Active Living & Aquatics

**Supervision Responsibilities:**

- None

**Duties and Responsibilities:**

- Supervision of participants to ensure they are exercising in an environment that is safe and pleasant. This includes high levels of customer service to assist patrons with any questions, comments, or concerns.
- Conducting consultations and creating fitness programs for participants while adhering to each individual's goals, limitations, and industry standards.
- Instructing participants on exercise equipment in a way that is motivating, educational, and engaging.
- Conduct detailed tours of the fitness facility that outlines the centre's various features and offerings (equipment, spaces, classes) and educate patrons with their various membership options.
- Maintain a high level of visibility for patrons at all times.
- Ensure the fitness centre is kept organized at all times to maintain a clean and safe environment for patrons.

- Proper diffusion of escalated or emergency situations as outlined by departmental policies and procedures.
- Perform various administrative tasks in an accurate and timely manner (i.e. attendance, creation of marketing material, incident reports).
- Ensure health and safety/departmental policies and procedures of the facility are followed by staff and participants.
- Maintain the confidentiality of all participants, citizens of the public and township staff.
- Deal courteously and effectively with the general public, staff and other departments.
- Staff will follow and practice the HIGH FIVE® – Principles of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult).
- Performs other related duties as required.

**Education/Experience:**

- At least one year of experience in a Fitness / Customer Service related position
- Currently enrolled or working towards a post-secondary degree in Kinesiology or Fitness Diploma or related program
- Valid Personal Training Certification (CanFit Pro, ACSM, CPTN, NSCA or equivalent)
- Valid First Aid, CPR-C and WHIMS certification/training
- HIGH FIVE® Principles of Healthy Child Development (PHCD) is considered an asset.
- Strong organizational skills (both oral and written) with the ability to communicate with all levels of staff, participants and the general public
- Exceptional customer service provided through interactions with a diverse population
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff
- Required to submit a vulnerable sector screening to the Town

**Conditions of Employment:**

- Required to work in facilities within the Township of King
- Required to have flexible hours (i.e. early morning/evening and/or weekends)

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Department Head: \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Supervisor (if applicable): \_\_\_\_\_ Date Approved: \_\_\_\_\_  
 Incumbent: \_\_\_\_\_ Date Signed: \_\_\_\_\_