

CERTIFIED INSTRUCTOR I - WEIGHT ROOM ATTENDANT

Approval Date:	May 2025	Department:	Recreation & Culture
☐ IAFF	☒ CUPE	☐ Management	
Title of Management Supervisor:	Recreation Programs Manager		

General Accountability:

Purpose and Scope

Reporting to the Recreation Programs Manager and taking direction from the Program Coordinator or Programmer (Fitness), the Weight Room Attendant (Certified Instructor I) instructs and monitors participants in weight room orientations, weight room strength training classes or while strength training in a weight room setting.

Nature and Scope of Work

- Instruct and assist in safe, effective, and appropriate exercise programs to meet the needs of individuals or specific demographics in a weight room setting.
- Provide weight room monitoring, weight room orientations and weight room strength training classes.
- Clean and sanitize fitness and weight room equipment.
- Ensure equipment is safe and ready to use; report equipment issues as they arise.
- Ensure a safe exercise environment, including the safety of all participants, equipment, and facilities.
- Ensure weight room guidelines are followed by participants.
- Work collaboratively with other program staff to deliver recreation services and programs.
- Participate in meetings and training sessions as required.
- Maintain records as required.
- Comply with standards and guidelines as required for fitness programs.
- Observe all necessary Occupational Health and Safety policies and procedures.
- Other duties as may be required.

Necessary Qualifications

Knowledge:

- Knowledge of safe, effective, and appropriate basic/orientation exercise programs in a weight room setting.
- Knowledge of exercise equipment, and the proper and safe utilization thereof.
- Knowledge of WorkSafeBC regulations and safe work procedures.
- Clear understanding of the goals and objectives of recreation and inclusion.

Skills:

- Effective communication and problem-solving skills.
- Effective teambuilding skills.
- Excellent interpersonal and customer service skills.
- Skilled in observing and instructing weight room participants in proper techniques and the safe use of exercise equipment.

Abilities:

- Ability to successfully and professionally represent the City of Campbell River's fitness department, and to promote the fitness department's programs and facilities.
- Ability to work within and contribute to a proactive, positive team environment.

- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Demonstrates the Department's core values of teamwork, respect, integrity, communication and kindness.
- Must have sufficient physical strength, stamina, and ability to perform the work.
- Ability to successfully attain and maintain a clear criminal record and vulnerability sector check.

Education:

- Grade 12

Training/Certification:

- Possess and maintain the following valid certifications that meet or exceed the British Columbia Recreation and Parks Association (BCRPA), Canadian Society for Exercise Physiology (CSEP) or Canadian Fitness Professionals (CanFitPro) standards, relevant to designated area of instruction in fitness department:
 - Fitness Theory or equivalent certification
 - Weight Training Certification or equivalent certification
- Must possess and maintain valid Emergency First Aid and CPR C certifications.

Experience:

- Minimum six (6) months related experience working in a weight room setting, including monitoring participants, providing orientations to equipment and the weight room.