

CERTIFIED INSTRUCTOR II – FITNESS

Approval Date:	May 2025	Department:	Recreation & Culture
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> 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 Fitness Instructor (Certified Instructor II) leads, instructs and monitors participants in a variety of exercise classes, strength training and fitness programs.

Nature and Scope of Work

- Design, modify and instruct safe, effective, and appropriate fitness programs to meet the needs of apparently healthy individuals or specific demographics in a group fitness setting.
- Lead exercise sessions that are based on the British Columbia Recreation and Parks Association (BCRPA) standards.
- Incorporate the use of appropriate equipment based on specialized training and the needs of participants.
- Design, modify and instruct safe, effective, and appropriate basic/orientation exercise programs to meet the needs of apparently healthy individuals or specific demographics in a weight room setting.
- Provide weight room monitoring and equipment orientation.
- Ensure a safe exercise environment, including the safety of all participants, equipment, and facilities.
- Monitor exercise environment for safe and proper utilization.
- Work cooperatively with supervisor and other program staff to ensure the delivery of quality fitness programming.
- 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.
- Clean and sanitize fitness and weight room equipment.
- Other duties as may be required.

Necessary Qualifications

Knowledge:

- Knowledge of safe, effective, and appropriate fitness programs in a group fitness setting.
- 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.

Skills:

- Excellent interpersonal skills.
- Effective communication and problem-solving skills.
- Effective teambuilding skills.

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.
- Ability to successfully attain and maintain a clear criminal record and vulnerability sector check.

Education:

- Grade 12

Training/Certification:

- Possess and maintain valid certifications for the following 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
 - Fitness to Music or equivalent certification
 - Weight Training

Plus, one of the following:

- Third Age Fitness
 - Personal Training
 - Spin
 - Yoga
 - Zumba or
 - Other fitness specialty
- Must possess and maintain valid Emergency First Aid and CPR certifications.

Experience:

- Minimum one (1) year experience instructing and/or leading in a group fitness setting or weight room setting.

Unusual Working Conditions

- Work hours/shifts are dependent on operational needs and will be determined quarterly; September to December, January to May, and June to August.
- Hours will consist of leading and/or instructing at least one (1) but not more than ten (10) fitness classes per week, and not more than four (4) fitness classes per day.
- Hours could include weight room supervision, orientations and teaching fitness class