

## Certified Instructor I – Group Fitness Instructor

<b>Approval Date:</b>	November 2025	<b>Department:</b>	Recreation & Culture
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
<b>Title of Management Supervisor:</b>	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 Certified Instructor I - Group Fitness Instructor I leads, instructs and monitors participants in a variety of fitness classes.

### Nature and Scope of Work

- Design, modify and instruct safe, effective, and appropriate fitness classes to meet the needs of individuals or specific demographics in a group fitness setting.
- Lead exercise sessions that are based on current fitness industry standards.
- Provide excellent customer service to all recreation users.
- Clean and sanitize fitness equipment and supplies.
- Incorporate the use of appropriate equipment based on specialized training and the needs of participants.
- 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.
- Work cooperatively with supervisor and other program staff to ensure the delivery of quality fitness programming.
- Participate in meetings, leadership 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 required.

### Necessary Qualifications

#### **Knowledge:**

- Working knowledge of safe, effective, and appropriate fitness programs in a group fitness setting.
- Good knowledge of exercise equipment, and the proper and safe utilization in a fitness class.
- Good understanding of the goals and objectives of recreation and inclusion.

#### **Skills:**

- Skilled in instructing fitness classes and safe use of exercise equipment.
- Good communication and problem-solving skills.
- Good teambuilding skills.
- Good interpersonal and customer service skills.
- Demonstrates the Department's core values of teamwork, respect, integrity, acceptance, and communication.

#### **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 plan quality programs related to the fitness programs, with direction and support from a supervisor as needed.
- Ability to work within and contribute to a proactive, positive team environment.
- Ability to work with minimal supervision.
- Ability to maintain a positive attitude and a high degree of enthusiasm.
- Ability to be adaptable and flexible, and to learn and acquire new skills.
- Ability to follow instructions and ask questions when needed.
- 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.
- Must have sufficient physical strength, stamina, and ability to perform the work.

**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
  - Group Fitness or equivalent certification
- Must possess and maintain valid Emergency First Aid with CPR C and AED certifications.
- Must successfully attain and maintain a clear criminal record and vulnerability sector check.

**Experience:**

- Minimum six (6) months related experience instructing and/or leading in a group fitness setting.

**Preferred Criteria**

- Valid certifications in any of the following areas:
  - Third Age Fitness
  - Spin
  - Yoga
  - Zumba or
  - Other group fitness specialty

**Unusual Working Conditions**

- Work hours/shifts are dependent on operational needs and will be determined seasonally, September to December, January to May, and June to August.
- Hours will consist of leading and/or instructing not more than ten (10) fitness classes per week, and not more than four (4) fitness classes per day.