

## FITNESS PROGRAMMER (temporary 1 year)

### MUNICIPAL DISTRICT OF GREENVIEW

**DEPARTMENT:** Community Services – Recreation Services

**LOCATION:** Greenview Regional Multiplex, Valleyview, Alberta

**STATUS:** Accepting applications until a suitable candidate is found.

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*Located in Northwest Alberta, the Municipal District of Greenview is a vast and diverse area rich in oil and gas, fertile farm-land, tourist destinations, and mixed wood forests. As the third-largest rural municipality in Alberta, Greenview boasts diversity in economic activities and an extraordinary landscape. Greenview's economy is strengthened by its diversity, a talented workforce and an entrepreneurial spirit that is second to none. Our residents experience adventure right in their backyards with lakes, rivers, Rocky Mountain peaks and vast prairie offering a year-round outdoor playground for all ages.*

*The Greenview Regional Multiplex is an 82042 sq ft recreational facility in the heart of the MD of Greenview serving approximately 7000 people in the region. A family friendly multiuse facility with an Aquatic Centre, Fitness Centre, Fieldhouse, Walking Track, Childmind Centre, Dance Studios, Commercial Kitchen, Party Room, and Concession.*

### PURPOSE OF THE POSITION

The M.D. of Greenview recognizes that the Fitness Programmer is a strong representation of our organization's goals, values, and mission. The M.D. of Greenview understands that patrons come to our facility to take their health and personal fitness goals seriously. Therefore, we are looking for an individual who has a passion for health and fitness. Our best candidate is not just good at their job but cares for our patrons and has an interest in helping them achieve their goals.

### SUMMARY

Under the direction of the Program Services Coordinator and the Recreation Facility Manager, the Fitness Programmer is responsible for providing operational support for the marketing, coordination and delivery of all functions and services offered at the Greenview Regional Multiplex Fitness Centre, Fieldhouse, and Walking Track. This includes equipment maintenance, facility supervision, equipment orientation for patrons and overall quality assurance in the delivery of the programs.

### RESPONSIBILITIES

- Ensure safety for Fitness Centre users and staff by implementing and following facility policies and procedures.
- Fitness program planning, implementation, and evaluation. Including, but not limited to, developing lesson plans, development of session schedules, set up and take down of fitness equipment required for programs and class instruction.
- Create program opportunities that encourage physical activity and physical literacy for all ages.

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- Teach fitness classes to improve strength, flexibility, cardiovascular conditioning, or general fitness of participants.
- Respond to customer, public, or media requests for information about wellness programs or services.
- Recommend new programs and/or service offerings to promote wellness and fitness, produce revenues, or minimize costs to the Fitness Coordinator.
- Operate, and instruct others in, proper operation of fitness equipment, such as weight machines, exercise bicycles, benches, hand weights, and fitness assessment devices.
- Build client base by demonstrating the value of personal training, including safe and proper exercise techniques.
- Design personal Fitness Programs based on the members needs and goals.
- Motivate and inspire clients to get results through goal setting, follow ups, and re-assessment.
- Support and promote all Greenview Regional Multiplex Programs.
- Perform daily checklists and custodial duties as required.
- Report on all safety concerns or infractions.
- Work with all departments in Greenview Regional Multiplex to assist in event development and facilitation. Including set up/take down of equipment.
- Assists with payments for admissions, membership and facility bookings if required.
- Additional tasks assigned by the Program Services Coordinator or the Recreation Facility Manager.

### QUALIFICATIONS / EDUCATION / EXPERIENCE

- To perform this job successfully, the individual must be able to perform the duties listed above to a high degree of quality, timeliness, and precision.
- Must be legally entitled to work in Canada.
- Minimum 1 year experience in the fitness industry teaching group fitness or personal training.
- AFLCA Certification or Canfit Pro certified.
- Certification to instruct spin classes would be a great asset.
- Class 5 driver's license.
- Standard First Aid with CPR "C" and AED.
- R.C.M.P Vulnerable Sector Check.
- An equivalent combination of education, training or experience may be considered, and training may be provided.

### COMMUNICATION SKILLS

- Excellent communication skills (written and verbal).
- Ability to communicate correctly and clearly with all customers, coworkers, and management.
- Excellent documentation skills.
- Good comprehension skills – ability to clearly understand and state the issues customers present.
- Good composition skills – ability to compose a grammatically correct, concise, and accurate written response.
- Work successfully in a team environment as well as independently.
- Must maintain confidentiality.

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- Must be self-motivated, and able to work with minimal supervision.
- Ability to interpret and adhere to organizational policies and procedures.

### COMPUTER KNOWLEDGE/SKILLS

- Familiarity with Windows, Microsoft Outlook, Microsoft Word, and Internet Explorer.
- Experience with Recreation Software an asset (Booking).
- Excellent typing skills.
- Demonstrates a proficient knowledge of email applications.
- Ability to successfully adapt to change in the work environment.

### WORKING CONDITIONS & PHYSICAL ENVIRONMENT

- Extensive use of Telephone and computer.
- Exposed to working in a high noise environment.
- Long periods of sitting, standing, and reading.
- Frequently reach below waist, waist to shoulder and above shoulder with frequent neck/back/torso twisting from left to right without restriction, reaching horizontally usually less than 50cm but on occasion can exceed 50cm.
- Must be able to crouch, bend neck, back, and torso from waist to floor, and must be able to twist from left to right without restriction.
- Frequently lift an average weight of approximately 12kg with a maximum of 16kg. On occasion where weight may be greater than 16 kg assistance from another person or a manual lifting aid is mandatory.
- Mainly indoor work is required, however some outdoor work on occasion.
- The Fitness Programmer may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.
- Must be Physically Fit.
- Short and long-distance walking required.
- Being available to work evening and weekend shifts is part of this position, with variable shift start times to accommodate programming, staffing and membership needs.

### HEALTH & SAFETY

- **All personnel working at the Municipal District of Greenview are governed by the Municipal District Health & Safety Policy.**
- Ensures all operations are conducted in a safe manner and in accordance with Municipal District Policies and Occupational Health & Safety Regulations.
- Required to wear correct Personal Protective Equipment as per safe job procedures.

Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.

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### HOW TO APPLY:

Interested candidates may submit cover letter *(stating the position you are applying for)* and resume in one of the following ways:

By E-mail: [careers@mdgreenview.ab.ca](mailto:careers@mdgreenview.ab.ca) *(please quote the position in the subject line)*

Mail or Drop Off: Municipal District of Greenview No. 16  
4806 – 36 Ave., Box 1079  
Valleyview, Alberta T0H 3N0

While we truly appreciate all applications, only those selected for an interview will be contacted.

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