

# **RECREATION SPECIALIST I**

## **Part-time**

Fitness Instructor/Rec Center

### **NATURE OF WORK**

This part-time recreational position shall be responsible for assisting in the planning and organization of a comprehensive fitness and wellness program at the city's Community Recreation Center. This position is also responsible for enforcing policies and procedures of the fitness areas and providing a safe, clean, and welcoming environment for all users.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Develop new, innovative group exercise classes; assist other programs and special events.

Ensure that all fitness staff maintains current and adequate licensure or certifications.

Perform preventive equipment maintenance, maintain cleaning schedule, monitor, and report equipment repairs as needed.

Assist in the hiring, training, and evaluation of staff; attend mandatory meetings.

Prepare various reports, including monthly and end-of-year. Assist in processing transactions through CivicRec software.

Serve as first responder in emergency situations and follow emergency protocols set by the facility.

Supervise the activities of program participants in the facility; maintain order.

Assist participants in solving problems while at the facility; instruct participants in proper standards of behaviour; refer serious issues to a higher authority.

Provide effective and efficient customer services; promote and maintain responsive community relations.

### **REQUIREMENTS OF WORK**

Must be 18 years of age or older; CPR/First Aid/AED Certified. Must be available to work evenings and weekends occasionally. General knowledge of fitness equipment and exercises. Graduation from high school (GED); some experience working in a similar position; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

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Knowledge of the policies and regulations applicable to the program or facility, or the ability to acquire such knowledge during a reasonable period of training.

Ability to deal fairly and tactfully with participants, maintain strong communication skills.

Ability to react to unique and emergency situations and to take responsible and appropriate courses of action.

Ability to understand and follow oral and written instructions.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, hear. The employee is consistently required to walk about the facility; sit, climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee works primarily indoors.