



The Corporation of the Town of Cobourg

HEALTH AND FITNESS PROGRAM ASSISTANT – SENIORS ACTIVITY CENTRE 12 MONTH TEMPORARY CONTRACT POSITION

Under the Direction of the Director of Recreation and Culture the Health and Fitness Program Assistant will support the Seniors Program Coordinator by providing administrative support and assisting with day to day responsibilities of the various seniors programs.

Responsibilities

- Greet current and prospective members of the Cobourg Seniors Activity Centre at the seniors' reception desk.
- Designs, promotes and implements specialized fitness classes within the guidelines of a recognized specialty fitness
- Sets-up and takes-down all necessary equipment for the class and ensures safe use, condition and storage of equipment
- Reports any incidents/accidents and/or areas of concern to supervisor.
- Monitors and maintains attendance, fitness passes and memberships
- Promotes programs and services for older adults and implements the delivery of older adult programming initiatives focusing on different cultures or different age groups.
- Works with the Seniors Program Coordinator to evaluate programs and services offered by the Cobourg Seniors Activity Centre on a seasonal basis.
- Performs administrative tasks to support the Cobourg Seniors Activity Centre.
- Interacts with staff, participants and the public to provide program information.
- Answer inquiries by phone, email or in person.
- Perform administrative duties for the Senior's Program Coordinator, such as; word processing documents, excel spread sheets
- Vacation coverage of the Seniors Program Coordinator

Requirements

- Excellent customer service skills.
- Current Fitness Certification in one of the following: CanFitPro - Fitness Instructor Specialist, Ontario Fitness Council - Fitness Leader
- Valid certification in one or both of: Pilates or Yoga
- Diploma in Physical Education/Health, Fitness & Wellness would be an asset.
- Must have current First Aid certification
- Experience in planning and implementing a wide variety of fitness classes for all ages and abilities
- Experience in handling cash and debit transactions.
- Proficiency with Microsoft Office programs such as Microsoft Word, Excel, Access and PowerPoint.
- Excellent written and verbal communication skills.
- Previous experience working in a community centre/recreation department preferred



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This position is a 12 month temporary contract, 20 hours a week, the hourly rate for this position is \$19/hr.

Interested applicants should forward their resume in confidence no later than 4:30 pm Thursday September 28, 2017 to the attention of:

Human Resources Department

Corporation of the Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2

Fax: (905) 372-8819
Email: careers@cobourg.ca

We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.