



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

## **FITNESS CENTRE LEAD**

**Permanent Part-Time Position (32.0 hrs/wk)**

### **INTRODUCTION:**

The University Neighbourhoods Association (UNA) is a unique non-profit society created to provide municipal-like services (streets, parks, playfields, playgrounds, community centres, and a full range of recreational and cultural services) to over 10,000 residents living in designated neighbourhoods on UBC Vancouver Campus. Our Parks and Recreation division offers a wide range of services including arts, fitness, educational, social programs, and special events for all age groups.

As an employee of the UNA, you will join a team committed to community health and wellness and be part of an inclusive, flexible, and rewarding workplace.

### **JOB SUMMARY:**

Working primarily out of the Wesbrook Community Centre, the Fitness Centre Lead Attendant is responsible for managing access to the fitness centre and guiding patrons in the use of exercise equipment, assist the fitness centre coordinator with administrative tasks, ensuring overall safety within the facility, and maintaining the cleanliness and upkeep of the fitness centre and its equipment.

### **JOB RESPONSIBILITIES:**

- Manage access to the Wesbrook CC Fitness Centre.
- Answer public enquiries in person and by email and telephone.
- Selling of fitness centre memberships and personal training sessions.
- Assist in Fitness Centre staff training and on-boarding of new team members.
- Assist with some administrative tasks such as staff scheduling and timesheet preparation for payroll.
- Orient and guide patrons in proper use of exercise equipment.
- Maintain the cleanliness and upkeep of the Fitness Centre and its equipment.
- Treat minor injuries and report all accidents to a supervisor or designate.
- Enforce the rules of conduct and fitness centre policies.

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**



UNIVERSITY  
NEIGHBOURHOODS  
ASSOCIATION

**KNOWLEDGE, SKILLS & ABILITIES:**

- Demonstrated ability to provide excellent customer service.
- Knowledge of the methods used in fitness programs and the proper use of exercise equipment.
- A second language is an asset.
- Experience with software such as PerfectMind, Activenet or Class is an asset.

**QUALIFICATIONS & SKILLS:**

- Current CPR/First Aid Certification is required.
- A Police Record Check is a requirement of the position.

**JOB PARTICULARS:**

- Permanent part-time position 32.0 hours per week.
- Primarily, early-morning shifts, Monday to Friday, start time 5:45 am.
- Occasional non-scheduled evening and weekend work may be required during special events.
- Rate of pay for Fitness Centre Lead shifts are \$21.50 per hour.
- UNA Benefits Package included after 3-month probationary period.
- Send cover letter, resume, and a copy of any First Aid and relevant certifications to [reception@myuna.ca](mailto:reception@myuna.ca)

**\* This position is expected to be filled by internal reassignment and or promotion and is included here for your information.**

**Application Deadline:**

**Approximate Start Date:**

**UNIVERSITY NEIGHBOURHOODS ASSOCIATION**