



THOMPSON COMMUNITY ASSOCIATION

5151 Granville Avenue, Richmond, British Columbia V7C 1E6 • Telephone 604-238-8422

FITNESS COORDINATOR

Job Summary:

Reporting to the Community Association and Community Facilities Coordinator. Responsible for organization, supervision, coordination, implementation and direction of the fitness facilities/areas, group fitness programs and all fitness staff.

Duties and Responsibilities:

- Design, program and schedule group fitness classes or programs including specialized programs and response to need. Develop, schedule, evaluate and recommend changes to fitness programs
- Hire, train, schedule, provide orientation and evaluate activities of fitness attendants and group fitness instructors; may work at the same time as those staff supervised; find substitute instructors; organize and assist in the development of instructor workshops
- Be a resource to patrons in program design, health & fitness and safety; evaluate and recommend patrons needs in programs for health, fitness and safety; follow up of individual programs; demonstrate proper techniques as needed; teach safe and proper use of fitness or group fitness equipment
- Ensure compliance with policies, procedures, proper usage of equipment and safety rules; educate on health, nutrition and fitness
- Design and submit updates for the registration system and promotional vehicles
- Discuss programs, coordination and direction of the fitness facilities/areas and fitness programs regularly with the Community Facilities Coordinator
- Provide regular reports to Staff, Board and/or Fitness/Program committee
- Ensure the maintenance, cleanliness, and safety of fitness equipment; perform preventative maintenance on equipment
- Prepare the annual budget including wages, expenses, equipment purchases, maintenance costs, equipment replacement fund and fitness fee schedule for recommendation to the Fitness/Program Committee or board; monitor program expenditures; validate information for bi-weekly payroll
- Make recommendations for new and replacement fitness equipment
- Order supplies and equipment; apply for grants for fitness equipment
- Develop and update policies for fitness facility/area and fitness programs for recommendation to the Fitness/Program Committee or Board; maintain, receive, review, prepare and/or submit reports including customer surveys, incident reports, accident reports, purchase orders, price quotes, memos, correspondence, etc.
- Other related duties as assigned and may vary according to each facility

Required Qualifications:

- Grade 12 graduation plus completion of a community college or specialized certification, BCRPA Weight Training designation and three years experience in a fitness related field, including supervisory experience or an equivalent combination of education, training and experience
- Basic computer skills
- Standard or Emergency First Aid & CPR
- Police Information Check

Desirable Qualifications:

- Degree in Kinesiology or Human Kinetics, Exercise Science, Physical Education or related field
- 3 or more years experience in a similar position
- Additional BCRPA registration (Group Fitness, Aquatic Fitness, Weight Training, Yoga Fitness, Pilates Fitness, Osteofit, Adapted Fitness, Third Age designation, Personal Training, etc.)
- Second language

Hours of Work and Wages:

- 28-35 hours/week (some evening and weekend work required)
- Wage: \$31.84- \$35.83/hour (as per Richmond Communities Associations' Job Evaluation)
- Benefit package available after 3 months

Interested candidates may apply for this position by sending a cover letter and resume to:

Jay Howard – Community Facilities Coordinator

Email: thompson@richmond.ca

Deadline for receiving applications is August 10th, 2026

Thompson Community Association thanks all applicants in advance for their interest. Only those candidates under further consideration will be contacted.

Duties may be carried out in a City-owned facility; however, the City is not the Employer for this position.

This position is restricted to those legally entitled to work in Canada.

Thompson Community Association is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.