



Hamilton Community Association

Job Posting – Fitness Attendant

Applications are now being accepted for the Fitness Attendant position. Reporting to the Community Facilities Coordinator, the Fitness Attendant supervises clients in the fitness centre, designs basic fitness programs, provides assistance with technique and fitness centre orientations; ensures fitness centre guidelines are followed, and maintains the cleanliness of the fitness centre.

Duties/Responsibilities:

Customer Service/Communication

- Communicate procedures and guidelines to clients.
- Provide weight room orientations; interact with clients, field questions/complaints and address or forward questions/concerns to supervisor.
- Provide internal marketing and promotions as required.
- Answer general and specific questions related to physical activity and exercise.
- Maintain control and discipline of unruly clients with tact and consistency; enforce general rules of conduct including facility guidelines.
- Design and instruct basic resistance training program for healthy clients.
- Teach small groups on equipment in fitness centre.

Safety/Risk Management

- Monitor equipment; provide minor maintenance to equipment; keep the room clear of obstacles; return all equipment to the proper location.
- Supervise fitness facilities to ensure safety of the environment and clients and minimize risks.
- Ensure clients wear appropriate attire and footwear.
- Manage injuries/accidents according to level of first aid training obtained.
- Take broken or damaged equipment/apparatus out of commission and report the problem to supervisor.
- Maintain a clean environment, such as sanitizing/dusting/sweeping/vacuuming all surfaces, mats and balls, equipment and exercise areas.

Administrative

- Ensure clients are checked in/registered appropriately within all fitness facilities/areas.
- May assist front desk attendants during peak periods.
- Prepare and maintain records, activity reports and requisitions; maintain equipment inventories.
- Complete first aid and incident report forms.
- Other related duties as assigned, which may vary according to facility.

Required Qualifications:

- High school graduation plus completion of BCRPA Weight Training Leader designation or accepted equivalent and six months volunteer or work experience with the public, or an equivalent combination of training and experience
- Considerable knowledge on proper exercise techniques and use of equipment
- Considerable knowledge on the theory of movement, body mechanics, and prevention and management of sports-related injuries
- Basic computer skills
- Standard or Emergency First Aid and CPR
- Successful applicant must pass a Police Information Check

Desired Qualifications:

- Degree/Diploma in a related field such as Human Kinetics or Kinesiology
- One year or more related work experience
- Additional BCRPA registration (Group Fitness, Third Age designation, Personal Training, etc.)
- Second language

Compensation & Benefits:

- \$20.56-23.15/hour
- 5-10 hours/week

Interested candidates may apply for this position by sending a cover letter and resume by email or drop off in person to:

Loryn LeGear – Community Facilities Coordinator
Hamilton Community Centre - 5140 Smith Drive
Richmond, B.C. V6V 2W5
Email: Hamilton@richmond.ca

Deadline for receiving applications is Monday, August 10, 2026

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. Hamilton 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.

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