

Posting: Program Supervisor, Health and Fitness

The Dovercourt Recreation Association is seeking an experienced supervisor to support our Health and Fitness Department. Our program is based on an extensive schedule of instructor led classes in: group fitness, Pilates, yoga, strength training, spinning, aqua fitness and a variety of wellness and active living activities and events. The Program Supervisor also oversees a fitness centre and personal training program.

The Program Supervisor is responsible for:

- Support for Fitness and health programs, scheduling and administration
- Financial management including program statistics, data tracking, purchasing and payroll
- Client relations, registration, retention, and issues support
- Staff recruitment, training and supervision
- Space management and supplies
- Offsite coordination

Qualifications

- College diploma or University degree in a related field of study (or equivalent work experience) combined with a minimum of 1 year of experience (2-3 years preferred)
- Standard First Aid / Level C CPR
- Recognized certifications in at least two of the following disciplines as well as 1-2 years of teaching experience: group fitness, personal training, Pilates, aqua-fitness, spinning.

Demonstrated ability in

- Staff management, training and supervision
- Program Supervision
- Written communication
- Public relations
- Computer skills (Microsoft & CLASS)

Workplace Behaviors

- Build productive and sustainable relationships
- Act with integrity
- Act as a team player
- Demonstrate creativity in all aspects of work
- Support, Demonstrate and adhere to DRA corporate culture and policies
- The Supervisor of Programs should not only demonstrate the above behaviors but should foster and guide staff in developing these positive behaviors with all employees.

This is a maternity leave contract position working a flexible 40 hours per week with some evening and weekend hours required. Annual Salary scale begins at \$31,616

Apply with Resume **by July 10, 2009** to:

Kathleen Finn, Director of Programs

Dovercourt Recreation Centre

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