

## JOB POSTING

<b>POSITION TITLE</b>	Fitness Attendant
<b>REPORTS TO</b>	Front Desk Supervisor
<b>COMMITMENT</b>	Part-time; approximately 10-30 hours/week
<b>COMPENSATION PACKAGE</b>	\$14/hour

### ORGANIZATION SUMMARY

Founded in 2008, PISE is a non-profit organization that provides programs and services for South Vancouver Island while managing the Pacific Institute for Sport Excellence facility, the first summer sport institute in Canada. Nationally recognized for work in the areas of **physical literacy** and **inclusion**, PISE is also a part of the ViaSport Regional Alliance in BC. The organization helps build a healthy, active community while focusing on inclusion, physical literacy, active living and supporting the development of performance sport. PISE's driving purpose is to transform lives through healthy activity and sport by providing physical activity and health education programming and services for children, youth and adults. Visit [PISE.ca](http://PISE.ca) to learn more.

### POSITION SUMMARY

The Fitness Attendant position is responsible for the day to day operation, safety and cleanliness of the main fitness center in addition to other areas of the facility. The position is called upon to complete necessary day to day tasks including but not limited to: room setup and takedowns; fitness center cleaning and maintenance; assist Customer Service Specialists with client interactions both in-person and by phone; program and membership registrations and transactions; assist Leadership Team members with special projects and requests; and cover program responsibilities as required by PISE's Community Program Manager. Tasks may require lifting and physical work. The Fitness Attendant position will appeal to someone who is self-motivated, an exceptional team player, adaptable, reliable and client-focused.

### KEY ROLES & RESPONSIBILITIES

- Oversee safety and maintenance in Fitness Centre
- Assist team with facility rental set ups/take downs
- Review and sign off on daily Fitness Attendant task sheet
- Give facility and Fitness Centre orientations & tours to clients
- Assisting with the opening and closing of the building; ensuring all doors are locked and secured
- Provide information and answer questions regarding programs and products
- Provide equipment orientations
- Clean fitness equipment
- Light cleaning duties and tidying throughout facility as necessary
- Use of online client registration system
- Room set ups and take down
- Answer client questions; assist where needed (spotting, proper exercise form, etc.)
- Provide towel service to clients
- Sign out equipment to clients
- Assist Customer Service Specialists as necessary including membership transactions, etc.

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### KNOWLEDGE, SKILLS & ABILITIES

- Ability to build strong relationship based on trust, support, and open communication
- Possesses strong leadership and interpersonal skills
- Demonstrates drive and initiative
- Analyzes issues and resolves problems with excellent judgement and decision making skills
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals

### QUALIFICATIONS

- Minimum BCRPA Strength Training Instructor certification mandatory
- Experience with Strength Coaching and Sport Conditioning
- Current Standard First Aid CPR/AED Level C
- Occupational First Aid Level 1 considered an asset
- Current Police Information Check with Vulnerable Sector Screen, or willingness to provide one prior to start of position
- Proven customer service skills
- Working knowledge of Microsoft Office and other basic computer skills
- Healthy lifestyle and an interest in health & wellness
- Must be available to work morning, evening and weekend shifts

### TO APPLY

Applications will be accepted until a suitable candidate is found. Please submit a resume and a cover letter to:

Brianna Coburn  
Human Resources & Admin Coordinator  
[careers@pise.ca](mailto:careers@pise.ca)

*Thank you for your interest in PISE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*

*Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of the four designated groups; women, persons with disabilities, Aboriginal peoples, and visible minorities.*