

JOB POSTING

POSITION TITLE: Fitness Centre Receptionist Assistant Supervisor

REPORTS TO: Fitness Centre Coordinator

COMMITMENT: Temporary 1-year term position; to be reviewed after term

COMPENSATION PACKAGE: Competitive for not-for-profit with benefits

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 to learn more

POSITION SUMMARY

Fitness Centre Receptionist Assistant Supervisor is responsible for assisting the Fitness Centre Coordinator with Fitness Centre Receptionist (FCR) staff scheduling, weekly pay-roll submissions, hiring of new employees. The Fitness Centre Receptionist Assistant Supervisor will also have dedicated tasks assigned as their responsibility under the supervision of the Fitness Manager, HR & Admin Coordinator, and Fitness Centre Coordinator. Candidate must be able to fulfill job duties efficiently and accurately without direct supervision. The **hours are split between Front Desk & Admin hours**.

Current scheduling demands: A consistent schedule will be offered, but coverage as needed will be expected of the successful candidate.

MAIN ROLES & RESPONSIBILITIES:

- On-Desk – Supervision of FCR staff
- Weekly Checks of Cash transactions, Cash IN/OUT, and Retail sales.
- Membership Retention – Client contact and engagement.
- FCR Task-list tracking, and maintenance.

ASSISTANT ROLES & RESPONSIBILITIES:

- Initiating, identifying and encouraging initiative and progression of part time employees.
- Assist Fitness Centre Coordinator with Scheduling.
- Bi-Weekly Pay-roll submission.
- Led by the Fitness Centre Coordinator, Fitness Manager and the HR & Admin Coordinator, assist in hiring of new Fitness Centre Receptionists.

KNOWLEDGE, SKILLS & ABILITIES

- Fitness Centre Receptionists are responsible for providing Occupational First Aid (OFA) coverage for all occupants of the facility. **Candidates must either be OFA level 1 - Standard First Aid certified, or, be prepared to complete the 1 Day training.** OFA course fees to be covered by PISE. Applicants must be 19 years of age to fulfill the duties of OFA attendant as required by WorkSafe BC.
- Current Police Information Check with Vulnerable Sector Screen, or willingness to provide one prior to start
- of position
- Demonstrated previous strong administrative skills
- Demonstrated previous experience in customer service; cashiering and retail
- Sales skills preferred
- Working knowledge of Microsoft Office, experience using Outlook and other basic computer skills
- Ability to prioritize and multi-task in a busy environment
- Strong work ethic: reliable, team player, positive attitude, independent, enthusiastic and outgoing
- Experience in fitness or recreation settings an asset
- Healthy lifestyle & an interest in health and wellness
- Must be available to work morning, evening and weekend shifts

TO APPLY

Please submit a resume and a cover letter by **midnight, June 6th, 2022** to:

Brianna Coburn
Human Resources & Administrative Coordinator
careers@pise.ca

Thank you for your interest in PISE. Please note internal applicants will be considered a priority in the application process.

*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.*