

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

Coordinator, Fitness Rooms

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| Requisition ID:    | 142235  |
| Department:        | Community Services                                    |
| Classification:    | 1 Term  |
| Affiliation:       | CUPE Local 129  |
| Shift/Hours:       | Weekends  |
| Salary Range:      | \$30.28 / hourly                                      |
| Work Location:     | Chestnut Hill Developments Recreation Complex (CHDRC) |
| Date Posted:       | March 13, 2025  |
| Deadline to Apply: | March 27, 2025  |

Job Summary

The City of Pickering is seeking a dedicated and motivated individual to join our team in the role of Coordinator, Fitness Rooms

The successful incumbent is responsible for providing an environment that is supportive of positive fitness/wellness practices and offers opportunities for users of the Fitness Room and Cardio Annex to learn and develop the skills they need to optimize their well-being in a safe, productive and orderly manner. The incumbent also provides the Supervisor with daily administrative support.

Primary Responsibilities

- Develops and maintains positive customer relationships and delivers a high level of customer service by replying to all communications promptly and effectively with a focus on customer interaction.
- Demonstrates the correct and safe use of Fitness Room and Cardio Annex equipment.
- Conducts Fitness Room and Cardio Annex orientations for new users, and conducts fitness instruction classes for both individuals and groups; researches, produces and updates Fitness Room literature and other materials as required.
- Provides customers with high-quality information and advice on fitness and wellness matters, in person, by telephone, through pamphlets and handouts, and on bulletin boards.
- Company: Risk Management inspections on all fitness equipment; identifies malfunctioning or broken equipment, if any; and performs minor repairs if able, or refers them to the service company; removes defective fitness equipment from service if deemed necessary for client safety; records all equipment-related incidents.

Additional secondary responsibilities may apply and will be outlined in the Job Description, which will be provided to candidates selected for an interview.

Education and Experience

- Working toward or completion of post secondary degree/diploma in Physical Education, Kinesiology or a related field from a recognized institution.
- Current CSEP – Certified Personal Trainer or equivalent.

Knowledge, Skills and Abilities

- Excellent interpersonal, organizational, communications (oral and written) and customer service skills.
- Must be medically and physically fit to perform the duties of the position.
- Must be willing to work irregular hours, on holidays and on weekends
- Must hold current Standard First Aid, Basic Rescuer CPR-C and Auto External Defibrillator (AED) certifications.
- Demonstrated analytical and problem-solving skills and the ability to plan and develop short and long range fitness strategies and programs.
- Demonstrated proficiency in the use of personal computers and Windows based computer applications

- Ability to work under minimum supervision and achieve results under own initiative.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Qualified candidates may complete an **online application form** where you will be required to upload your resume and cover letter (PDFs only). We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

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The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*. Accessible formats and supports can be requested. For assistance, please contact the Human Resources Department at 905.420.4627 or [hr@pickering.ca](mailto:hr@pickering.ca).

**Pickering: A complete, world-class city... inclusive, connected, caring and prosperous.**

