OAK BAY
PARKS, RECREATION
& CULTURE

EXPRESSION OF INTEREST - AUXILIARY

INTERNAL EMPLOYEES ONLY

Fitness Team Leader

(1 position available)

Posting #EOI-PRC2026-06

Oak Bay Parks, Recreation and Culture invites expressions of interest for the position of Fitness Team Leader. Working under the direction of the Fitness Coordinator, this position is responsible for the safe and smooth operation of Fitness Centre

RESPONSIBILITIES:

- Assists with scheduling and daily monitoring of Fitness staff.
- Assists with timesheet calculations.
- Prepares materials for instructors and prints class lists.
- Ensures the fitness facility is properly set-up.
- Liaises with patrons and responds to fitness related inquiries.
- Assists with preparation and distribution of a monthly newsletter.
- Monitors fitness inventory and ensures first aid supplies are stocked at both facilities.
- Responds to patron suggestions.
- Assists the Fitness Coordinator with the organization and promotion of programs as requested.
- Completes office duties assigned by the Fitness Coordinator.

ELIGIBILITY CRITERIA:

- Previous fitness and administrative experience in a similar environment, including training in group exercise or weight training.
- BCRPA Registered Personal Trainer, or equivalent.
- Current Emergency First Aid or Standard First Aid with CPR-C certification.

We acknowledge and respect that the District of Oak Bay lies in the traditional territory of the lək̓ʷəŋən people, known today as the Songhees and Esquimalt Nations, and that their historic connections to these lands continue to this day.

HOURS OF WORK	15-20 hours/week, Monday-Friday, varying start/end times based on operational requirements *Work hours may vary based on operational requirements.*
LOCATION(S)	Oak Bay Recreation Centre & Henderson Recreation Centre
RATE	$31.12 ($27.30/hr plus $3.82/hr in lieu of benefits) – 2027 rates
STATUS	Auxiliary (This is a union position)

Interested employees are asked to contact Emma Leigh, Fitness Coordinator, via email at eleigh@oakbay.ca by 4:30pm, Monday November 30th, include a resume and the following information:

- **Name**
- **Contact information**
- **Position of interest**
- **Relevant qualifications and experience**
- **Availability**
- **Current supervisor**
- **Proof of required certifications**