

# EDMONTON

## Program Manager - Group Exercise and Leisure Programs Job Number: 17792

*This posting is for one temporary full-time position that may continue up to 11 months in duration*

Bring your energy and join one of the most exciting and energetic teams at the City of Edmonton and be our next Program Manager- Group Exercise Programs! The Physical Activity and Leisure Unit promotes health and active living by offering programs, services and amenities for the City of Edmonton's Recreation Facilities. If you have a passion for fitness and have a desire to better the lives of the citizens of Edmonton by ensuring that there is a wide variety of Group Exercise and Training programs provided, then please apply! You will bring years of experience leading coordinators and instructors in effective and up-to-date program provision. This position allows you to have the opportunity to provide strategic input regarding group exercise programming, promotion and work with both internal and external clients in the development of new programs, amenities and services.

Here is how you will contribute to enhancing the lives of the citizens of Edmonton through Physical Activity and Leisure Group Programs:

- Researching, developing, implementing and evaluating group exercise and training programs across the City of Edmonton
- Managing a group of programming staff and indirectly supervising 200+ fitness instructors and volunteers in the Physical Activity and Leisure Unit, including selection and training through to evaluation and recognition
- Generating and implementing new concepts for Physical Activity and Leisure Programs, Services and Amenities
- Participate on several committees regarding OH&S, facility scheduling, special events, and equipment purchases
- Promoting facilities, seeking partnerships and opportunities with external groups for training as well as admissions
- Interpreting and implementing corporate, branch, section, facility policy and procedures
- Leading, developing, conducting and implementing specific research to better the group exercise and training products
- Planning, implementing and analyzing needs assessment and evaluation tools, interpreting the results and providing strategic direction in order provide enhanced customer service
- Writing reports and recommending policy
- Collecting and maintaining performance measures as directed by the branch/section outcomes
- Developing budgets and managing variances
- Assisting in the promotion of programs and facilities through work with both internal communications as well as the media
- Working with other outcome come areas for special projects and events including Free Admission Day and Recreation Facility Celebrations

To visualize what it is like to be on our team, visit [The City of Edmonton Recreation Talent Hub](#)

### Qualifications:

- University degree in Recreation Administration or related degree
- Minimum of three years of experience in the field of community and/or facility recreation specializing in Group Exercise and Training programming
- Previous experience providing leadership and supervision to a team with experience training, onboarding, conducting performance evaluations
- Demonstrated ability to research, analyze the results of a needs assessments evaluations, public participation processes and make recommendations
- Excellent time management skills with the ability to manage multiple competing projects effectively
- Experience managing and maintaining a budget
- Demonstrated competency in research, planning, and evaluation of programs and events
- Ability to foster and maintain strong working relationships with staff, stakeholders and partners
- Highly developed and demonstrable written/verbal communication skills
- Computer proficiency in Word, Excel, Outlook, Internet
- Alberta Fitness Leadership (AFLCA) and Canadian Society for Exercise Physiology (CSEP) Certifications would be considered assets
- Knowledge in CLASS Program Registration & Facility Bookings would be considered an asset
- The successful candidate will be required to obtain a satisfactory Police Information Check Certificate including a Vulnerable Sector Check from the police agency in the jurisdiction in which they reside. Residents of the City of Edmonton can usually obtain a Police Information Check Certificate including a Vulnerable Sector Check with a single visit to the Police Information Check Section located at #108, 14315 118 Avenue. Candidates residing outside the City of Edmonton will be required to obtain a Certified Criminal Record Check including a Vulnerable Sector Check
- Applicants will be required to arrange their own transportation and where appropriate will be reimbursed in accordance with City of Edmonton policy. This may require the applicant to obtain business use auto insurance
- Possession of a valid Class 5 Alberta Motor Vehicle Operators License (or Operators Licensing equivalent recognized by the Operators Licensing and Vehicle Control Regulation, Alta.Reg.320/2002) and eligibility to obtain a City drivers permit

**Hours of Work:** 33.75 hours per week, Sunday to Saturday. Must be able to work weekends, holidays, and evenings as required

**Salary Range:** 21M, Salary Grade: 019, \$32,370 - \$40,687 (Hourly), \$57,027.85 - \$71,680.32 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton. This Union contract is currently under negotiation

### General:

- Applicants may be tested
- Civic Service Union 52 members are asked to send a copy of their application to the union office
- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals

The Province of Alberta is a party to the federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility Agreement with British Columbia, and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the provinces. Applicants may obtain information regarding recognition of extra provincial credentials at [www.newwestpartnershiptrade.ca/](http://www.newwestpartnershiptrade.ca/)

**Recruitment Consultant:** IA/AL

**Classification Title:** Recreation Officer I

**Posting Date:** Apr 17, 2014

**Closing Date - 11:00 p.m. MST on:** May 1, 2014

**Number of Openings (up to):** 1 - Temporary Full-time

**Union:** CSU 52

**Department:** Recreation Programs and Events (Community Services)

**Work Location(s):** Kinsmen Sports & Fitness Centre, 9100 Walterdale Hill Edmonton T6E 2V3



**Want to apply? Need more details? Visit [www.edmonton.ca/careers](http://www.edmonton.ca/careers)**

Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.