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## Recreation Coordinator - Fitness (Temporary)

Posted 26-Jun-2025 (PST) | Recreation | \$ 37.55-41.72 per hour | Hourly | Full-time Temporary | CUPE  
| Additional 11.5% - 15.5% in lieu of benefits, vacation and statutory holidays

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Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership and the delivery of effective and community-focused services.

The **City of Penticton's** Recreation Department is looking to fill the full-time temporary position of **Recreation Coordinator - Fitness**. The Recreation Department promotes and contributes to a healthy community and enhances the quality of life for Penticton residents and visitors through planning, management and delivery of recreation, sports events and active living opportunities.

Reporting to the Recreation Business Supervisor, the Recreation Coordinator - Fitness will be responsible for the supervision and instruction of personal fitness programs in the Penticton Community Centre Fitness Room as well as Adult programming.

### Key Responsibilities:

- Supervision and instructional duties in the fitness room, including supervision of fitness room monitors that monitor customers and provide fitness room orientations.
- Coordination of contractors for group fitness, coordinating personal training schedules and organizing drop in sports schedules.
- Coordinates program areas as assigned.
- Provides required program promotion information for assigned areas of responsibility for Recreation Guide, news releases, radio announcements, posters, social media, etc.
- Ongoing monitoring, evaluation and development of programs and services which ensure efficiencies and fiscal responsibility.
- Coordinates the supplies, equipment, and facilities as required for various recreation programs and services.
- Update programs and services in Recreation software as applicable.
- Coordinate general cleaning through the fitness room, addressing hazards and ensuring equipment is stored properly and working correctly and safely.
- Manage inquiries and communication in person, phone or email in a timely and professional manner.
- Develop a personal training service program which includes group fitness, drop-in program and older adult wellness programs, etc.
- Collaboration with other coordinators or departments for integrated programming.
- Responsible for planning, scheduling, and evaluating fitness programs based on community needs and trends.
- Community engagement with community members and partners to assess needs and promote programs.
- Prepare, maintain records and activity reports through Xplor Recreation software.
- Ensure compliance with health and safety regulations, facility policies, and industry standards.

### Required Knowledge, Abilities & Skills:

- Social media and program marketing experience.
- Experience with fitness centers and community recreation.
- Necessary knowledge of the methods, procedures, techniques and equipment used in fitness center operations and programs.
- Demonstrated exceptional organizational skills with the ability to detailed and accurate.
- Ability to take initiative, exercise good judgement and to work independently.
- Ability to manage conflict and effectively work with diverse and potentially challenging customers and groups.
- Strong time management skills with the ability to stay motivated in a fast-paced environment with minimal supervision.
- Ability to supervise, organize and lead diverse fitness programs and work with minimal direction.
- Ability to prepare program budgets, monitor expenditures and conduct programs within budget allocations and to evaluate, prepare statistics and compile reports and programs.
- Ability to act effectively in public situations and show leadership, maintain control and exercise discipline with tact and diplomacy.
- Marketing and project administration experience would be an asset.
- Ability to undergo and pass a Police Information Check.

### Education, Training & Experience:

- Minimum of a 2-year diploma in Kinesiology, personal training or related discipline.
- A minimum four years' experience in recreation programming; must include experience developing, planning, implementing, and coordinating a variety of fitness, health and wellness programming and events.
- Considerable knowledge of the principles, practices, and objectives of community recreation with particular emphasis on adult recreation programs and events.
- Intermediate to advanced experience and competency in various computer programs (Xplor Recreation Software, Microsoft Office 365).
- Courses related to community recreation, sport management, or leadership and sound related experience.
- Personal training certification, Practicing BACK or CSEP certification.
- Experience working in a public sector organization will be considered an asset.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBTQIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume. This posting will remain open until filled and for a minimum of 7 days for consideration of internal applications.

If you require any accommodations during the recruitment process, please contact us at [HR@penticton.ca](mailto:HR@penticton.ca), (mailto:HR@penticton.ca,) we'd be happy to hear from you!

<b>Schedule:</b>	Full-Time Temporary (35 hours per week)
<b>Wage:</b>	\$37.55 - \$41.72 per hour (Pay Grade 10, CUPE)
<b>Benefits:</b>	Additional 11.5% - 15.5% in lieu of benefits, vacation and statutory holidays
<b>Competition #:</b>	25-88