

EXTERNAL POSTING

REHABILITATION & FITNESS COORDINATOR, Full-Time

POSTING NUMBER: 2024-32

POSTING DATE: December 18, 2024

POSTING CLOSING DATE: January 28th, 2025 4:00 p.m.

Strathcona Regional District has an opening for a full-time Rehabilitation and fitness Coordinator for the Strathcona Gardens Recreation Complex. Under the direction of the Manager of Aquatics and Fitness, the Rehabilitation and fitness Coordinator develops, plans, implements, and evaluates related programs and leads staff in the effective operation of the Strathcona Garden's rehabilitation and fitness services.

Successful candidates must complete a criminal record check with a vulnerable sector search and become a member of the United Steelworkers, Local 1-1937. The hourly rate of pay is \$33.54

REQUIRED EDUCATION

- Degree in Recreation, Kinesiology, Physiotherapy, or rehabilitation-related degree or equivalent

REQUIRED EXPERIENCE

- Minimum three to five (3-5) years of related experience in aquatic and dryland rehabilitation therapy, including cardiac pulmonary and chronic disease rehabilitation
- Demonstrated experience writing reports in a clinical setting
- Demonstrated experience effectively supervising staff
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Please see attached Job Description for more information, including all required licenses and certificates.

HOW TO APPLY: Please forward your cover letter, resume, and copies of the required certifications to hr@srd.ca, quoting "Posting 2024-32 Rehabilitation & Fitness Coordinator" in the subject line of your application.



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Job Description

REHABILITATION & FITNESS COORDINATOR

JOB SUMMARY

Under the direction of the Manager of Aquatics and Fitness, the Rehabilitation & Fitness Coordinator develops, plans, implements, and evaluates related programs and leads staff in the effective operation of the Strathcona Garden's rehabilitation and fitness services.

JOB DUTIES

- Promote a safe, friendly, and enjoyable recreational atmosphere.
- Resolve problems with staff or patrons and refer to management when appropriate.
- Develops, plans, implements, and evaluates rehabilitation and fitness programs, services, events, and schedules.
- Prepares correspondence, files, and reports and maintains confidential clinical records
- Assigns work, coaches, mentors, motivates and evaluates fitness and rehabilitation staff.
- Prepares staff schedules in accordance with the terms of the collective agreement.
- Reviews and verifies aquatic staff timesheets for accuracy and completeness, follows up with employees when timesheets require corrections, and forwards to manager for approvals within required timelines.
- Develops and delivers in-service staff training.
- Inputs program content in recreation software and coordinates with Marketing Specialist to deliver promotional materials and completes other marketing initiatives as required.
- Manages inventories and purchases supplies for rehabilitation and fitness programs and events.
- Ensures a high standard of safety and cleanliness in the fitness studio, weight room, and fitness and rehabilitation equipment.
- Ensures compliance with regulatory authorities regarding staffing levels, certification and equipment maintenance
- Ensures a high level of customer service is provided.
- Develops and maintains working relationships with ICBC, VIHA, insurance companies, and other related business and medical organizations
- Seeks out, recommends and supports grant research applications and follow up reports.
- Establishes and builds strong community partnerships to enhance creative programming initiatives and recreation services.
- Acts as a liaison with other department coordinators, SRD committees, user groups, and community team members on joint program initiatives.
- Conducts safety checks, administers first aid as required, and documents all incidents.
- Performs rehabilitation specialist and/or fitness assistant duties as required and other related duties as assigned.

EDUCATION

- Degree in Recreation, Kinesiology, Physiotherapy, or rehabilitation-related degree or equivalent

EXPERIENCE

- Minimum three to five (3-5) years of related experience in aquatic and dryland rehabilitation therapy including cardiac pulmonary and chronic disease rehabilitation
- Demonstrated experience writing reports in a clinical setting
- Demonstrated experience effectively supervising staff

REQUIRED LICENCES AND CERTIFICATES (Need not be current upon hire, must be maintained through-out employment)

- BCRPA Supervisor of Fitness Leaders Certificate (SFL) (or industry recognized equivalent)
- Canadian Society of Exercise Physiology Certified Personal Trainer (CSEP-CPT)
- CPR C and AED Certification (current within the year)
- [International Council for Aquatic Therapy and Rehabilitation Certificate \(ATRI\)](#) (or industry recognized equivalent)
- A minimum of two of the following certifications from BCRPA or industry recognized equivalent:
 - Aquatic Fitness Certificate
 - Adaptive Aquatic Fitness Certificate
 - Personal Trainer Certificate
 - Group Fitness Instructor Certificate

PREFERRED LICENCES AND CERTIFICATES

- Lifesaving Society Bronze Cross or National Lifeguard Certification
- Canadian Society of Exercise Physiology Clinical Exercise Physiologist (CSEP-CPT)
- BCRPA Trainer of Fitness Leaders Certificate (TFL) (Or industry recognized equivalent)
- A valid Class 4 Drivers Licence

KNOWLEDGE/ SKILLS/ABILITIES

- Programming and organization skills to plan, prepare, implement, and evaluate programs and special events.
- Ability to establish effective working relationships with internal and external contacts.
- Ability to communicate information verbally and in writing to staff, patrons, and health and legal professionals.
- Ability to demonstrate stress management skills and ability to stay focused under pressure ensuring tasks are completed accurately and on time.
- Ability to work independently under general direction, including using judgment to manage and prioritize day-to-day priorities, and to meet deadlines.
- Ability to maintain a positive work environment while following policies and procedures.
- Ability to lead and perform all aspects of rehabilitation, including dryland and in the water.
- Understanding the properties of water related to the development of client exercise programs.
- Working knowledge of current medical terminology.
- Ability to actively participate in team meetings with lawyers, medical professionals, and other specialists and to provide verbal reports justifying activities and therapies performed with clients.
- Ability to work with clients in physical or emotional distress.
- Ability to lead and mentor staff and promote a positive work environment that enhances morale and promotes excellence.
- Ability to effectively supervise staff and to handle and resolve staff and patron complaints.
- Ability to work independently under general direction, including using judgment to manage and prioritize day-to-day priorities, and to meet deadlines.
- A proven working knowledge of computer applications, including Microsoft Office, and Recreation Registration software.
- Able to work a variety of hours and shifts, including but not limited to: evenings, weekends, and holidays
- May be required to substitute in the short-term absence of a co-worker or supervisor