



Position Synopsis and Purpose
(A position overview and how it connects to the big picture)

The Group Fitness Instructor is responsible for planning, leading, and supervising safe, effective and engaging fitness programs for participants of varying ages, abilities, and fitness levels. The incumbent creates a welcoming and inclusive environment that encourages participation, while ensuring classes are delivered in accordance with Township policies, established fitness standards, and safe exercise practices.

The purpose of this position is to enhance the health, wellness, and quality of life of community members by delivering accessible, safe, and enjoyable fitness programming. The Group Fitness Instructor supports the Township's recreation and wellness objectives by encouraging active living, building positive relationships with participants, promoting lifelong physical activity and providing a high standard of customer service.



Major Responsibilities
(What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
Program Instruction - Prepare the program space before each class by setting up the equipment and ensuring the area is safe, clean and suitable for program delivery - Inspect fitness equipment and program areas before and after each class, reporting damaged equipment, hazards, and maintenance concerns promptly - Clean, store and maintain program equipment following each class to ensure equipment remains in good working condition and is ready for future use - Lead group fitness classes that accommodate participants of varying age, abilities, fitness levels, and experience. - Demonstrate proper techniques and provide clear verbal instruction and guidance to ensure participants perform activities safely and effectively - Observe participants throughout each class, providing encouragement, correcting technique as appropriate, and	85%

Description	Approx. Time Spent (%)
- modifying exercises to accommodate individual fitness levels, injuries, medical conditions or physical limitations - Encourage participants, prior to the start of class, to advise of any injuries, medical conditions, or physical limitations that may affect their ability to participate safely, and provide appropriate exercise modifications where possible - Monitor participants for signs of fatigue, discomfort, injury, or distress and respond appropriately in accordance with training, certification requirements, and Township emergency procedures - Deliver programs in accordance with Township policies, recognized fitness industry standards, and safe exercise practices	
Program Planning - Plan and prepare fitness classes that align with program objectives, participant needs, and recognized fitness industry standards - Develop class formats and select appropriate exercises, equipment, and instructional methods to provide safe, effective, and engaging fitness experiences - Maintain fitness certification and stay current around fitness trends and best practices - Inventory equipment to ensure all participants will have access to what they need for each scheduled class - Ensure plans are flexible with modifications built in to allow for varying fitness levels - Evaluate participant feedback and program outcomes, providing recommendations to the Recreation & Wellness Programmer to improve existing programs, or identify opportunities for new programs	10%
Administration - Maintain attendance records, where required - Immediately report incidents, injuries, hazards, or damaged equipment to the Recreation and Wellness Programmer - Communicate with recreation staff regarding program needs - Maintain required certifications - Complies with Township policies, procedures, and health and safety requirements - Respond to any inquiries from program participants and forward any pertinent information to the Recreation & Wellness Programmer. - Promote the Township of West Lincoln fitness programs to participants and provide information to them where possible.	5%
Other - Work in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislations, Town by-laws, policies, procedures, and guidelines. - Other related duties as assigned.	



Qualifications

Education (degree/diploma/certifications)

- Post Secondary Diploma in Fitness and Health Promotion, Kinesiology, Physical Education, or related discipline
- Current and valid Fitness Instructor Specialist (FIS) or Personal Training certification from a recognized organization (e.g., CanFitPro, Ontario Fitness Council, CSEP)
- Current Standard First-Aid and CPR-C certification
- Satisfactory Vulnerable Sector Check
- HIGH-FIVE Principles of Healthy Child Development (PHCD) certification preferred
- CanFit Pro - Active Aging Certificate preferred
- Valid Drivers Licence for travel between locations

Experience

- 1+ years of experience delivering instructional programs to diverse demographics and age groups in a public or community setting
- Proven ability to safely modify instruction for varying ages, fitness levels, and physical abilities within a single session
- Minimum of 18 years of age

Knowledge/Skill/Ability

- Strong knowledge of human anatomy, physiology, biomechanics, and proper exercise mechanics
- Knowledge of how to structure a safe, balanced fitness class
- Knowledge of fitness adaptations for specific populations, including youth, pre/post-natal, and older adults
- Ability to foster an inclusive, supportive, and non-judgemental environment that reduces member intimidation
- Strong classroom management skills, including the ability to command a room, project the voice, and maintain high group energy
- Ability to deliver clear, precise, and well-timed physical and verbal cues to guide movement
- Ability to remain calm, think quickly, and manage unexpected emergencies or medical situations safely

A combination of education, training, and experience may be considered



Description of the work environment and nature of people interactions

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
General Public	Regular	Greeting patrons, providing information, assisting with inquiries, and promoting a welcoming environment within the WLCC.
Program Participants	Regular	Leading fitness classes, providing instruction, monitoring participant safety, offering exercise modifications, and encouraging participation.
Stakeholders/User Groups	Occasional	Coordinating shared use of program spaces, managing room transitions, and addressing scheduling or operational needs.
Staff (peers)	Regular	Collaborating with recreation staff, customer service representatives, and facility attendants to ensure a smooth program delivery and participant safety.
Staff (senior management)	Occasional	Reporting program concerns, communicating participants incidents, discussing program feedback, and receiving operational direction.
Mayor & Council	Rare	Professional interaction during municipal events, facility tours, or community celebrations, as required.
Peers Outside Organization	Occasional	Participating in professional development, certificate training, and networking with fitness professionals or external instructors.

Work Conditions/Physical/Mental Effort

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	☒
Evenings/Weekends	☒
On-Call	☐
Over-time (How often? Expand below)	☐

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	☒	☐	☐	☐	100%
Outdoors	☐	☐	☐	☒	0%
*Some outdoor programs may be included depending on instructor, program type and weather					=100%
Attend internal/external meetings	☐	☐	☐	☒	10%
Time spend travelling	☐	☐	☐	☒	2.5%
Frequency of interruptions	☐	☐	☐	☒	2.5%
Interaction with irate/aggressive clients/customers	☐	☐	☐	☐	0%

3. Hazards

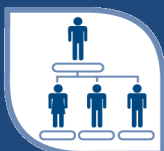
	Constant	Frequent	Regular	Occasional
Noise	☐	☐	☒	☐
Fumes	☐	☐	☐	☒
Dirt, Dust	☐	☐	☐	☒
Hazardous chemicals	☐	☐	☒	☐
Disagreeable weather conditions	☐	☐	☐	☒

4. Physical Requirements

	Constant	Frequent	Regular	Occasional
Operating and/or maintaining equipment	☐	☒	☐	☐
• Standing	☐	☐	☒	☐
• Sitting	☐	☐	☒	☐
• Walking	☐	☐	☒	☐
• Climbing	☐	☐	☐	☒
Requirement to lift objects (list max weight)	☐	☒	☐	☐
Pushing and/or pulling objects to complete tasks	☐	☒	☐	☐

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	☐	☒	☐	☐
Visual effort required on a concentrated basis	☐	☒	☐	☐
Requirement to listen attentively	☐	☒	☐	☐

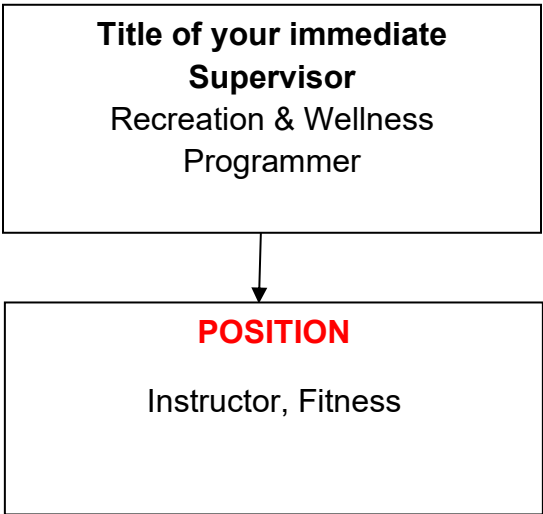


Position Classification (Where this position fits)

Position Title: Group Fitness Instructor	Division: Recreation
Department: Community & Protective Services	Classification: Non-Union Part-Time Casual
Work Location: West Lincoln Community Centre AND/OR West Lincoln Halls (Caistor, Wellandport & Silverdale)	Reports to (Direct): Recreation & Wellness Programmer Coordinator of Recreation Services
Position(s) Supervised Directly: None	Position(s) Supervised Indirectly: None
Effective Date:	Revision Date: July 2026
Salary Range: \$26.09 - \$30.25 (2026)	Hours per Week: Casual; no guaranteed hours; based on program enrolment

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



Created: July 2026