

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Parks, Recreation & Culture Fitness Department.*

## PROGRAMMER – HEALTH & WELLNESS

(1 Position)

### **Internal/External Competition #2024-76**

<b>Department:</b>	Parks, Recreation & Culture - Fitness
<b>Classification:</b>	Permanent Full Time
<b>Duties &amp; Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 13 - \$ 37.73 per hour (\$38.86 – 2025 rate)
<b>Hours of Work:</b>	35 hours per week
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Supervisor – Community Programs & Services

This job posting will remain open until **4:00 PM January 10, 2025**. For further information please contact Sue Glenn, Supervisor – Community Programs & Services at 250.245.646426: [sglenn@ladysmith.ca](mailto:sglenn@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a WORD or PDF format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca) | Ph: 250.245.6412

Per CUPE Agreement Article 15.02: “applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union.”

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.

The Town of Ladysmith wishes to thank all applicants in advance for their interest.  
However, only those selected for an interview will be contacted.



<b>TITLE:</b>	PROGRAMMER – HEALTH AND WELLNESS
<b>DEPARTMENT:</b>	FITNESS
<b>DIVISION:</b>	PARKS, RECREATION & CULTURE
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	13

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### GENERAL ACCOUNTABILITY

Reporting to the Supervisor, Community Programs and Services, the Programmer – Health and Wellness is responsible for developing and monitoring programs and services related to Health and Wellness. The incumbent develops and implements a variety of programs and activities for the community, along with assisting ongoing evaluation and modification of services as required. The Programmer – Health and Wellness provides excellence in customer service as well as maintaining and developing partnerships with the objective of increasing awareness and participation relating to health and wellness and community services.

### PRIMARY DUTIES AND ACCOUNTABILITIES

- Develops, promotes, monitors and evaluates programs and services related to Health and Wellness and special events;
- Plans, organizes, schedules, trains and supervises fitness staff;
- Assists in recruiting contract instructors and service providers and executes contracts as approved by the Supervisor – Community Programs and Services for health and wellness programs;
- Under the direction of the Supervisor – Community Programs and Services, submits detailed budget information for review and approval;
- Monitors and reports status of budget relating to areas of responsibility as required;
- Works collaboratively with other programmers on program delivery and planning;
- On a regular basis, directly leads programs and classes as it relates to Health and Wellness, including supervision of the Fitness Centre;
- Responsible for compliance with safe work practices and safety guidelines as established by the Town and WorkSafeBC;
- Responsible for compliance of procedures and policies as established by the Town;
- Enhances programs by working with regional, provincial and national affiliates;
- Purchases supplies relevant to departmental operations;
- Participates and provides input into the department marketing plan;
- Identifies staff requirements relating to training strategies and makes recommendations;
- Recommends changes to and maintains procedures related to area of responsibility;
- Supports service delivery to align with the department and organizational strategic objectives;
- Participates in the Emergency Social Services (ESS) Program in a supervisory role;
- Assists coordination relating to Health and Safety activities for department;
- Facilitates and attends various community meetings, providing reports as required;
- Exercises considerable independent initiative and judgement, thinks strategically and is action oriented;



- Provides leadership, direction and support to the department team members; and
- Other related duties as required.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. Minimum Grade 12 education or equivalent (GED);
2. Certificate or Diploma in Recreation/Leisure Services, Health & Wellness or a related field;
3. Minimum of two (2) years' prior job related experience or an equivalent combination of training and experience, including one (1) year in a supervisory capacity;
4. Occupational First Aid Level I including CPR-C;
5. Thorough understanding of philosophies and practices of municipal recreation;
6. Knowledge and experience of marketing and promotions practices;
7. Working knowledge of and computer skills using Microsoft software applications and varied recreation software programs;
8. Excellent communication and interpersonal skills; ability to communicate with tact and discretion when settling requests, complaints or clarifying information with the public, staff, elected officials, outside agencies and businesses;
9. Valid B.C. Driver's Licence Class 5
10. Satisfactory Police Information Check;
11. Any one of the following BCRPA Registered Fitness Leader Specialty Module Certificates:
  - Older Adult
  - Osteofit
  - Personal Training
  - Yoga Fitness
  - Pilates Fitness
  - Aquatics Fitness
12. Registration as a BCRPA Fitness Leader is an asset;
13. BCRPA approved Weight Training Module taken is a an asset;
14. BCRPA approved Group Fitness Module taken is an asset;
15. High Five Training is an asset ;
16. Willingness to commit to quality pro-active results.

**THIS POSITION SUPERVISES THE FOLLOWING:**

- Full-time, part-time, Casual Staff
- Contract Fitness Instructors
- Volunteers for Health and Wellness programs and services (as applicable)