



### ***Fitness Centre Supervisor***

Toronto Pan Am Sports Centre Inc. is currently seeking a **Full Time Fitness Centre Supervisor** to join our team!

The key accountabilities of the role include, but are not limited to:

- Lead the day to day operation of the Fitness Centre department;
- Create quarterly Group Fitness Schedule and coordinate appropriate staffing;
- Create quarterly Fitness Centre and Child Minding staffing schedules;
- Assist with hiring and training of new staff;
- Track monthly revenue and expenses;
- Create and develop plans to stay trendsetting and current in the Fitness industry;
- Assist in marketing strategies for membership and personal training;
- Builds relationships with community stakeholders for partnership opportunities;
- Troubleshoot program interruptions;
- Provide leadership and training to facility staff;
- Implement the vision for individual conditioning, adult group programs, personal training, and child minding;
- Develop and maintain a strategy for managing relationship with members; and building relationships with members in all areas of the facility;
- Provide direct program leadership to a variety of program areas and lead by example;
- Lead in the handling of code of conduct violations for users within Fitness Centre and Group Fitness Programs;
- Lead customer service experience initiatives in the Fitness Centre;
- Oversee appropriate staff in the facilitation of all Sport Academy Programs;
- Lead in tri-party negotiations for Fitness Centre and studio usage and group fitness planning;
- Oversee the ongoing preventative maintenance of all Fitness Centre equipment and manage long-term maintenance plan;
- Support special events and projects;
- Conducts yearly program quality audits in all Fitness Centre areas;
- Manage payroll for the department and ensure staff certifications are up-to-date;
- Comply with all legislative requirements (e.g. *Occupational Health and Safety Act, Human Rights Code, Employment Standards, Act, 2000*, etc.);
- Other duties as required

The successful candidate will possess the following qualifications:

- Degree in Physical Education, Kinesiology, Recreation or related field;
- Personal Training and Group Fitness Certification;
- Experience in delivering a variety of group fitness classes;
- 1-2 years managing a large part-time staff team;
- Previous experience in development and implementation of new programs;
- Experience with community programs;
- Must be able to deal with sensitive issues in an appropriate manner;
- Must be proactive when initiating improvement projects;
- Must be highly organized and able to manage multiple projects and timelines;
- Must possess excellent oral and written communication skills;
- Must be able to work well autonomously and also capable of integrating into a team environment

Three professional references will be required and a Vulnerable Persons police records check will be completed for the successful candidate.

#### **HOW TO APPLY**

Please submit your cover letter and resume to the attention of Eike Dreyer, Fitness Centre Manager by January 13, 2019.

#### **CONTACT INFORMATION**

Eike Dreyer, Fitness Centre Manager  
Toronto Pan Am Sports Centre  
875 Morningside Avenue  
Toronto ON M1C 0C7  
E-mail: [edreyer@tpasc.ca](mailto:edreyer@tpasc.ca)

#### **OUR HISTORY**

Toronto Pan Am Sports Centre is a world-class sport and recreation venue that proudly hosted the international community for the Pan Am and Parapan Am Games. The facility is also an amazing place to join hundreds of professionals who look to develop their career in an exciting and rewarding environment.

A legacy of the 2015 Toronto Pan Am and Parapan Am Games, Toronto Pan Am Sports Centre (TPASC) is operated by a corporation co-owned by the City of Toronto and the University of Toronto. The world-class facility was the largest sport new-build for the Games and the largest infrastructure investment in Canadian amateur sport history. TPASC delivers extensive programming that serves recreational and community groups, university students, high performance athletes, as well as fitness centre clientele. The building's 312,000 square-feet

includes two internationally sanctioned 10-lane 50-metre pools, a world-class dive pool and dry-land dive training facilities, a four-court gymnasium, a rock climbing wall, an indoor running track, conditioning rooms, a high performance testing centre, studio spaces, and a state-of-the-art fitness centre for members. The Canadian Sport Institute Ontario (CSIO) is located at TPASC and provides world-leading sport science and sport performance services. TPASC opened to community users, University of Toronto faculty, staff and students, City of Toronto program users and high performance in September 2014. For more information visit [www.tpasc.ca](http://www.tpasc.ca)

Toronto Pan Am Sports Centre Inc. is committed to creating an accessible organization and facility by removing barriers for individuals with disabilities. If you have any accessibility requirements or questions, whether as an employment candidate, volunteer, user of the facility or business partner, please contact us at [info@tpasc.ca](mailto:info@tpasc.ca).