



# KAHNAWÀ:KE NITHOTIÍON:SA RAOTITIOHKWA

## KAHNAWÀ:KE YOUTH CENTER

POST OFFICE BOX 907

KAHNAWÀ:KE MOHAWK TERRITORY JOL 1B0

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### GENERAL INFORMATION

<b>Job Title:</b>	<b>Weight Room Facilitator</b>
<b>Department:</b>	Programming
<b>Date of Job Description:</b>	September 2022
<b>Immediate Supervisor:</b>	Program Manager

### JOB DESCRIPTION SUMMARY

Under the supervision of the Program Manager, the Weight Room Facilitator works as a member of the program team to engage the community in a healthy and active lifestyle through the fitness and weight room programming offered by the Kahnewà:ke Youth Center. The Weight Room Facilitator acts as a positive role model, responsible for the day-to-day operation and programming of the weight room whilst, promoting a healthy and active lifestyle to the whole community.

### CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
<b>To facilitate programs related to leading healthy and active lifestyles</b>	<ul style="list-style-type: none"> <li>• Supervise and guide weight room members in using machines and exercises.</li> <li>• Provide introduction sessions on request by first-time gym members</li> <li>• Coordinate with other fitness staff for scheduling of weight room programming</li> <li>• Respond to members complaints and questions promptly and professionally</li> <li>• Ensure the weight room is kept tidy, safe, and organized</li> <li>• Assist in the development of fitness and wellness programs to attract members for overall business growth</li> <li>• Participates in all aspects of KYC programming, community, and special events.</li> <li>• Supervises teens, and adults using the weight room</li> <li>• Provides guidance and demonstrates appropriate interaction, teamwork, and play methods.</li> <li>• Handles emergency situations that arise according to established protocols.</li> <li>• Maintains an organized work area and ensures all programming areas/rooms are put in order at the end of each day, after classes, and during holiday periods.</li> <li>• Ensures safety precautions/procedures related to the weight room are adhered to and enforced.</li> <li>• Maintains first aid kits inspects then regularly to ensure that it is fully stocked.</li> <li>• Administers first aid treatment for minor injuries and accidents.</li> <li>• Participates in planning of regular and special programming activities and submits ideas for special projects or activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• Advocates an equal opportunity environment and implements practices supportive of diversity and ability. Adapts programming to varying levels depending on participants.</li> <li>• Encourages the use of Kanien'keha amongst participants and incorporates language into the programming.</li> <li>• Encourages a positive attitude and healthy lifestyle to members.</li> <li>• Provides a safe environment for all to participate in organized group activities and programming.</li> <li>• Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc.</li> <li>• Demonstrates ideals of a positive role model.</li> </ul>
<p><b>To perform programming administration tasks.</b></p>	<ul style="list-style-type: none"> <li>• Updates and maintains files in relation to weight room programming activities.</li> <li>• Completes documentation and reports such as Incident and Accident reports for events that occur. Ensures filing and follow up.</li> <li>• Processes payments for KYC memberships and programming using the Amilia system.</li> <li>• Ensures up-to-date knowledge of activities, programming and special events and responds to requests for information from members and public.</li> <li>• Ensures all weight room supplies and equipment are maintained and operational. Reports any issues, replenishment needs or repairs to immediate supervisor for follow up.</li> <li>• Recommend and assist in purchasing fitness and weight room equipment</li> <li>• Networks with other community organizations on programming, planning and implementation of community events and initiatives.</li> <li>• Participates as a KYC representative in community events as needed.</li> <li>• Offers feedback on KYC programs and activities to Programming Team.</li> <li>• Participates in staff orientations, weekly meetings, and related training sessions.</li> <li>• Maintains confidentiality and adheres to KYC policies and procedures.</li> </ul>
<p align="center"><b>Performs any other job-related duties as required by the Immediate Supervisor.</b></p>	

<p align="center"><b>QUALIFICATIONS</b></p>	
<p><b>Education and Experience Requirements</b></p>	<ul style="list-style-type: none"> <li>• <b>Certified Personal Trainer</b></li> <li><b>OR</b></li> <li>• <b>Bachelor's Degree in physical education</b>, plus one (1) year experience working in the fitness industry</li> <li><b>OR</b></li> <li>• <b>High School Diploma</b>, plus two (2) years' experience working in the fitness industry</li> <li>• Current Certification in First Aid and CPR</li> <li>• Previous volunteer experience is preferable.</li> </ul>

<b>Knowledge, Skill and Ability Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent communication and leadership skills.</li> <li>• Knowledge of coaching methods</li> <li>• Positive attitude and an approachable personality</li> <li>• Experience in program development and planning.</li> <li>• Problem solving skills.</li> <li>• Knowledge of computer programs (MS Office).</li> <li>• Ability to teach and motivate people of all ages and backgrounds</li> <li>• A good level of physical fitness</li> <li>• Sensitivity and openness to cultural traditions, diversity, and willingness to adapt services to reflect cultural traditions and norms.</li> <li>• Lifestyle of a positive role model.</li> <li>• Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts.</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Valid driver's license is an asset.</li> <li>• Knowledge of Kanien'keha and French languages are an asset.</li> </ul>

<b>WORKING CONDITIONS</b>
<ul style="list-style-type: none"> <li>• 32.5 hours a week, Monday to Friday, with some evening and weekend work hours, as well as extended hours required for regular monthly activities and special scheduled events throughout the year.</li> <li>• Some activities require basic physical fitness levels and the ability to participate in sporting and recreational activities.</li> <li>• Exposure to outdoor weather conditions and the elements during special events such as Winter Carnival and Mohawk Miles, as well as other scheduled KYC activities.</li> <li>• Moderate stress levels associated with working and interacting with community members in a supervisory capacity.</li> </ul>

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**Incumbent**

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**Date**

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**Immediate Supervisor**

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**Date**

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**Director of Operations**

\_\_\_\_\_  
**Date**