

## Job Description

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<b>Job Title:</b>	Exercise Specialist
<b>Department:</b>	Kinesiology
<b>Reports To:</b>	Director of Programs - CCCARE
<b>Jobs Reporting:</b>	N/A
<b>Salary Grade:</b>	USG 7
<b>Effective Date:</b>	September 2017

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### **Primary Purpose**

The Centre for Community, Clinical and Applied Research Excellence (CCCARE) is a unique, multidisciplinary team of researchers, clinical experts and staff that strive to improve the overall health of individuals in the community through advanced research, educational opportunities, and progressive outreach programs. Under the supervision of the Director of Programs-CCCARE and as part of a collaborative fitness team, the Exercise Specialist will provide leadership and professional services to clients at CCCARE focused on providing highly skilled exercise services and advanced research opportunities to a wide variety of clients. The primary responsibility is to develop and implement wellness and exercise-based programs for clients who range from high performance individuals to those with chronic conditions, co-morbidities and varying physical abilities. The incumbent must be competent with advanced exercise assessment and evaluation techniques, have extensive exercise programming knowledge and experience in a fitness setting. They should also possess characteristics including leadership, assertiveness, self-motivation and a passion for health and helping others.

### **Key Accountabilities**

#### **Program Development and Delivery**

- Provide Front line leadership and Technical expertise for community and research based exercise programs for individuals and in a group setting
- Provide comprehensive assessments, interventions, consultation and educational services for clients with and without complex medical history
- Participate in the risk assessment and screening clients for appropriate assessments and entry into programs
- Participate in the development of comprehensive, evidence-based exercise plans for a variety of fitness, demonstrating the ability to support individuals who have varying levels of ability and provide appropriate exercise recommendations and modifications as needed
- Deliver high quality exercise instruction to ensure safe and effective exercise programs including ongoing reassessment and modification as needed for continued advancement or effectiveness of programming
- Provide ongoing education and behavior modification strategies to help clients meet goals, address barriers and prioritize a healthy lifestyle

#### **Supervision and Training**

- Mentor new staff, graduate students and undergraduate student volunteers as they participate in exercise program delivery
- Deliver the exercise program volunteer training workshops
- Supervise exercise program assistants and volunteers to ensure quality and consistency in educational material and practical exercise skills and abiding by CCCARE policies
- Provide volunteer performance feedback
- Coordinate with CCCARE front desk staff for volunteer scheduling and attendance

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### **Data Management**

- Maintain metrics and charting notes according to policies and procedures of CCCARE
- Responsible for data entry and record keeping for programming as required
- Coordinate with CCCARE administration in the collection of fees as per CCCARE financial policies
- Participate in the safety and maintenance of equipment and facilities as per guidelines
- Participate in the development and implementation of safety and hygiene policies and programs to ensure a safe environment for all programs

### **Additional Support for Kinesiology Department activities**

- Provide support for research projects/researchers, workshops, special projects and events within CCCARE
- Participate in the development, organization and implementation of programs and workshops related to Regulation and Certification for Kinesiology students
- Be a professional advocate for the Center and its goals and activities within the University Community and the community at large
- Participate in the CCCARE communication strategy and initiatives as needed

## **Required Qualifications**

### **Education**

- Honours BSc. in Kinesiology or equivalent education and experience
- Canadian Society of Exercise Physiology (CSEP) Certified Exercise Physiologist Certification (CEP) maintained in active status
- Possess a valid Emergency First Aid & CPR-C certification
- Additional certifications such as Registered Kinesiologists, ACSM Exercise Physiologist, Bone Fit Certification would be an asset

### **Experience**

- One year experience working as a CEP for special populations such as cancer survivors, cardiac patients, diabetics, athletes and workplace
- Previous experience supervising student employees or volunteers is an asset
- Experience screening potential clients and assessing risks is an asset

### **Knowledge/Skills/Abilities**

- Excellent interpersonal skills to present as friendly and professional to clients
- Excellent understanding and competency with tools and techniques for assessment of human movement, exercise prescription and the role of exercise in promoting health and prevention of injury and disease
- Ability to demonstrate appropriate and strategic selection and modification of both assessments and exercise prescriptions for individuals with co-morbidities
- Outstanding communication skills; both oral and written is essential
- Excellent computer skills with knowledge of web and social media management and data management (Word, Excel, Access, PowerPoint, Web content management)
- Excellent organizational skills will be required to prioritize multiple duties and requests and facilitate record keeping
- Excellent time management skills to meet deadlines and respond to constantly shifting priorities
- Ability to multi-task
- Successful Criminal Reference Check for the vulnerable sector is required
- Flexible working hours are required

## **Nature and Scope**

- **Contacts:** Multiple internal (CCCARE staff, Kinesiology faculty, staff and students) and external (community clients, community partners –Medical community partners including local hospitals and practitioners, schools, community groups)

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- **Level of Responsibility:** This position will be required to operate both independently with minimal supervision and within a team environment. Committed to excellence, quality and client safety in the exercise facilities where there are multiple levels of chronic disease conditions/injuries in all age groups (12 to 90 years).
  - **Decision-Making Authority:** This position will be responsible and accountable for the operation of assigned client portfolios, programs and tasks.
  - **Physical and Sensory Demands:** This position required moderate physical exertion with instructing and supervising in a comprehensive exercise facility.
  - **Working Environment:** The work environment consists of conducting assessments and supervising programs in a well- equipment fitness facility. Valid certifications of staff are required to ensure safety of clients while exercising. Steps are in place to ensure safety of staff and clients while in the facility. This includes emergency procedures in place, access to AED and first aid equipment as well as routine maintenance of fitness equipment. Some work outside of regular office hours will be required.