



## Employment Opportunity

### The YMCA of Greater Vancouver

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| <b>Date Posted:</b>    | November 29, 2017   |
| <b>Position Title:</b> | Supervisor, YMCA Healthy Heart  |
| <b>Location:</b>       | Administrative work is done at the YMCA Healthy Heart office (#208 245 E Columbia St., New Westminster). Exercise classes occur in New Westminister, Surrey, Maple Ridge, Port Moody, Coquitlam, and Burnaby. Class coverage is divided between the two Supervisors. Travel to all program sites may be required as needed. |
| <b>Shift:</b>          | 28 hours per week   |
| <b>Terms:</b>          | Part-time, Permanent  |
| <b>Salary:</b>         | Under review (will include benefits)  |
| <b>Start Date:</b>     | As soon as possible   |
| <b>Reports To:</b>     | Manager, YMCA Healthy Heart   |

#### **Situation:**

The YMCA of Greater Vancouver is a charity dedicated to strengthening the foundations of community, by nurturing the potential of children, teens & young adults, promoting healthy lifestyles, fostering a sense of social responsibility and delivering lasting personal & social change. We are building a community in which a generation of children and families reach their full potential. Our values guide our decision-making and behavior—we do the right thing, put people first, keep our promises and lead by example.

For over 130 years, we have been part of the community, a place where people of every age and background find the support they need to grow in spirit, mind and body. One of the Lower Mainland's leading charities, the YMCA of Greater Vancouver provides services in health & fitness, child care, camping, employment & community services to over 120,000 participants annually.

The YMCA Healthy Heart Program is a community based cardiac prevention, rehabilitation and maintenance program. Clientele include individuals with known heart disease or other chronic diseases such as diabetes, high blood pressure, obesity and congestive heart failure. Medically directed exercise classes are offered in New Westminister, Surrey, Maple Ridge, Port Moody, Coquitlam and Burnaby.

#### **Nature & Scope:**

The Healthy Heart Supervisor will provide leadership to the Healthy Heart program, ensuring we deliver high quality programming in our community. Reporting to the Manager and working closely with another Supervisor, the Supervisor will oversee and support the overall functions of Healthy Heart operations. The Supervisor is responsible for leading and supervising exercise sessions, developing training, supervising part-time exercise instructors, and all related administration.

#### **Major Responsibilities:**

- Lead and supervise exercise classes for individuals with known heart disease or other chronic diseases such as diabetes, high blood pressure, obesity, and congestive heart failure.
- On an ongoing basis, assesses participants exercise capacity and provide and implement exercise prescription based on the results of a participant's exercise stress test or metabolic tests and clinical status
- Provide education to participants and address any questions or concerns as it relates to their exercise prescription
- Respond to medical emergencies and follow medical emergency protocols
- Develop, maintain and deliver a training program for all new instructors and for ongoing professional development
- Provide leadership to program delivery and ensure program content meets the appropriate criteria for special populations with heart disease or other chronic diseases

- Enhance existing program standards and develop and implement new standards that build upon the quality of YMCA Healthy Heart programs and monitor to ensure that program design and layout meets the needs of all participants
- Supervise a team of part-time instructors and volunteers at the class locations
- Create and maintain staffing schedules to ensure adequate coverage at all classes, and provide coverage in classes when required
- Provide ongoing management of employee and volunteer performance, completing annual reviews within required process timeframes.
- Ensure the safety of all members, participants, staff, and property by following YMCA standards, policies, procedures and ensure they are maintained amongst all program participants and staff
- Manage inventory of program supplies and medical/exercise equipment, ordering more when required
- Organize annual events (Walk of Life, Annual Healthy Heart Banquet etc.) to promote the Healthy Heart program in the community and support relationships amongst program participants
- Communicate effectively with office administrator to ensure administrative duties are effectively completed including but not limited to: class attendance, incident reports, participant update
- Promote philanthropy through the YMCA's annual campaign and assist with Community Health fundraising initiatives
- Other duties as required

**Requirements:**

- Bachelor's degree in Exercise Science, Kinesiology, Physiology or Human Kinetics required
- American College of Sports Medicine (ACSM) with Certified Clinical Exercise Physiologist (CCEP) OR Canadian Society for Exercise Physiology (CSEP) with Certified Exercise Physiologist (CEP)
- Valid Standard First Aid and CPR-C & AED certificate
- One year related clinical experience
- Supervisory experience an asset
- Access to a vehicle required
- Driver's license required
- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search issued no later than six (6) months preceding your start date

**Application Process:**

**Internal applicants:** Please inform your supervisor prior to application. Apply online using the link below:  
[https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ymcagv&jobId=138212&lang=en\\_CA&source=CC2](https://workforcenow.adp.com/myportal/ess/recruitment/internalPostingPreview.faces?client=ymcagv&jobId=138212&lang=en_CA&source=CC2)

**External Applicants:** Please apply using the link below:

[https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=138212&lang=en\\_CA&source=CC3](https://workforcenow.adp.com/jobs/apply/posting.html?client=ymcagv&jobId=138212&lang=en_CA&source=CC3)

**Application deadline:** 6:00pm on January 24, 2018

*Thank you for your interest and application.  
 Due to the high volume of applications received, only short-listed candidates will be contacted.*



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