

JOB OPPORTUNITY

JOB TITLE	Director, Health, Fitness and Recreation
CENTRE	Cartierville
STATUS	Temp complet régulier
SALARY SCALE AND/OR HOURLY RATE	\$38,587 - \$43,066 - \$49,205
WORK SCHEDULE	35 hours per week (Variable and flexible schedule based on centre programming)
TITLE OF SUPERVISOR	Centre Director
SUMMARY	<p>The incumbent oversees all activities related to membership programming and fitness services offered at the centre (group fitness, courses for special populations, conditioning room, team sports and well-being activities). S/he works in collaboration with the borough of Ahustic-Cartierville, department Coordinators, Member Service Representatives as well as internal management in the aims of maximising service and efficiency of the programs, service as well as the fitness facilities within the centre.</p> <p>S/he will manage and oversee a team of Department Coordinators.</p> <p>S/he will represent the image of the YMCA amongst current and potential members whilst ensuring excellent customer service in accordance with YMCA norms and practices. The incumbent ensures customer service excellence at all times by following the standards and practices in effect at the YMCA. Furthermore, s/he handles and follows-up on comments, suggestions and complaints pertaining to the delivery of customer services under his/her authority in the aims of continuously improving services.</p> <p>S/he manages the departmental budget and oversees the budget under his/her authority, and participates in different committees related to the scope of the position.</p>
REQUIREMENTS	<ul style="list-style-type: none"> - Bachelor's Degree in Physical Education, Kinesiology, or in a related field; - Certificate in Administration or Management (an asset); - Minimum of five (5) to seven (7) years of experience in a similar position in fitness, including management of cross functional teams; - Experience in program development, planning and administration;

	<ul style="list-style-type: none"> - Bilingualism; - Scheduling flexibility; - YMCA Fitness Instructor Certification (F.I.T.) or equivalent recognized certification; - Knowledge of MS Office (Excel, Outlook, PowerPoint, Word) - Knowledge of CLASS (an asset); - Knowledge of organizational norms, policies and practices.
QUALIFICATIONS	<ul style="list-style-type: none"> - Ability to interpret and analyse budgets and financial statements; - Recognized leadership abilities, creativity and innovation; - Capability to build, manage and coach cross-functional teams; - Strong interpersonal and communication skills, including a strong orientation to customer service.
EMPLOYMENT START DATE	Early October (DD-MM-YYYY)

Please forward your application by (date): **2010-09-14**
 To: **Nehal Nassif, Centre Director**
 Email: nehal.nassif@ymcaquebec.org Fax: 514-313-1167