



Fitness and Health Program Coordinator manages daily operations of the Fitness Center, Gymnasium, and Pool, oversees staff and programs, handles administrative tasks like reports and funding proposals, and promotes fitness activities to support the health of the clients.

## JOB OPENING

### Local Posting

### Fitness & Health Program Coordinator

*Sports & Leisure Department*

## KEY RESPONSIBILITIES

- Assist the manager with the preparation of detailed plans for all fitness-related initiatives
- Plan a schedule based on past activities and clients' needs and interests
- Plan, coordinate and administer all logistics for fitness-related initiatives, procurement of material
- Prepare for potential emergencies by notifying authorities and ensuring proper security measures
- Attend and monitor fitness activities and ensure safety of all participants
- Ensure the safety and security of the Fitness Centre, Pool, and Gymnasium
- Supervise team members, identify their training and development needs, and conduct evaluations
- Coach and support all team members in their responsibilities
- Represent the department regarding departmental projects, activities, and administrative financial matters
- Participate in the promotion and advertising of all fitness programs and activities
- Liaise with local/regional organizations with regards to the development and promotion of fitness activities
- Ensure adequate inventory and arrange orders or repairs as needed
- Obtain data and compile statistics on the demographics of clients
- Prepare a final report for each program including statistics, evaluations and budget performance
- Perform all financial duties related to fitness activities
- Perform other related tasks as requested

## QUALIFICATIONS

- High School Diploma with additional training in Group Fitness / Personal Training Certification
- 1 year of relevant experience
- Knowledge of CPR and First Aid an asset
- Fluency in Cree and English, French an asset
- Strong knowledge of sports administration

Status: **Regular Full-time / 35 hours a week**  
Subject: **Six (6) Month Probation**  
Salary: **\$26.78 - \$40.16**  
Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **October 21, 2025**, via email to [jobpostings@wemindji.ca](mailto:jobpostings@wemindji.ca) or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0