

Position: Wellness Trainer

Overview:

Reporting to the Director/ Senior Centre Manager/ Centre Manager, the Wellness Trainer works closely with the Centre In-Charge to manage the daily operations of the assigned Centre, so that it can fulfill its intended purposes as stipulated by the funders and LBSA.

Responsibilities:

1. Manage and promote Gym Tonic Programme
2. Conduct pre and post assessment using Gym Tonic protocol.
3. Supervise 12-week progressive strength & maintenance training.
4. Develop exercise plan according to Gym Tonic protocol.
5. To encourage, motivate, assist, and guide seniors in their exercises.
6. Maintenance of gym equipment for safety and efficiency
7. Assist in money collection, issue receipts, maintenance of petty cash and centre supplies.
8. Administrative duties which include data entry, appointment scheduling, manage calls and emails.
9. Manage the centre operations.
10. Any other responsibilities as assigned by the Director/SCM/ CM.

Qualifications & Requirements:

- Related qualification in working with the elderly or in the social service sector
- Sports Science and gym tonic background.
- Has some prior experience in stakeholder management, especially in working with community partners
- Proficient in Microsoft Office
- Enjoy working with seniors and volunteers
- Good administrative skills
- Good problem solving skills
- Good interpersonal skills, a team player, yet able to work independently
- Good communications skills, preferably bilingual with dialects