Elizabeth Fry Society of Greater Vancouver

CONTRACTED SERVICE POSTING

Job Title:	**Fitness Instructor**	**Contract Type:**	**Independent Contractor**
Program:	**Alouette Correctional Centre for Women (ACCW)**	**Start Date:**	**ASAP**
		End Date:	**March 31, 2027**
Location:	**Maple Ridge**	**Hourly Rate:**	**$28.57**
Hours:	**32.50 hrs/week**	**Closing Date:**	**Until Filled**
Schedule:	**Monday – Friday, 9:00am-4:00pm, flexibility required to accommodate institutional programming requirements**		

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

EFry is seeking a qualified and experienced **Recreational Worker** to design and deliver recreational programming at the **Alouette Correctional Centre for Women (ACCW)**.

The successful Service Provider will develop and facilitate fitness, recreational, and psychoeducational activities that enhance personal wellness for individuals in custody.

The Service Provider will work collaboratively with EFry and ACCW stakeholders while maintaining an independent contractor relationship and delivering services in accordance with the agreed scope of work.

KEY RESPONSIBILITIES:

The Service Provider will be responsible for developing and delivering a comprehensive range of recreational activities, including:

- Assessing and identifying participants' recreational needs, interests, abilities, and preferences.
- Designing and delivering recreational programming for both groups and individuals.
- Providing skill-building workshops and activities that promote fitness, wellness, healthy lifestyles, and personal well-being.
- Educating participants about the benefits of recreation and healthy recreational activities.
- Encouraging and motivating participation in a variety of recreational opportunities.
- Developing adaptive activities to support individuals with differing abilities and needs.
- Providing appropriate guidance and instruction during recreational activities.
- Supporting activities that promote social connection, life skills, personal development, and overall well-being.
- Identifying barriers that may affect participation and adapting programming as appropriate.
- Working collaboratively with ACCW management, EFry representatives, program staff, health care personnel, and other service providers.
- Maintaining appropriate records relating to service delivery, participation, and program outcomes.
- Responding appropriately to safety concerns and emergencies in accordance with ACCW and eFry requirements.

- Providing other related recreational services within the agreed scope of the Contract for Services.

REPORTING & DELIVERABLES:
The Service Provider will be responsible for providing the following deliverables:

- Monthly schedules outlining recreational hours and planned activities.
- Information regarding the number of participants and programs delivered.
- Monthly, quarterly, and annual service reports using EFry templates.
- Information regarding participation, activities delivered, and relevant outcomes.
- Timely communication of significant service delivery, safety, or operational concerns to the appropriate EFry and/or ACCW contact.

QUALIFICATIONS:
- A current BCRPA, ACE, or other recognized fitness certification appropriate to the delivery of fitness and recreational programming.
- A certificate, diploma, or equivalent education and training in fitness, recreation, wellness, kinesiology, physical activity, or a related field is preferred.
- At least one year of relevant experience providing fitness instruction, recreational programming, wellness activities, or related services.
- Experience designing and delivering fitness and recreational activities for individuals and/or groups.
- Experience adapting fitness or recreational activities to meet diverse abilities, needs, and levels of participation.
- Experience working with individuals with diverse or complex needs is an asset.
- Experience delivering programs within a community social service, correctional, health, or related setting is an asset.
- Strong interpersonal and communication skills.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills, including the ability to complete required program documentation and reports.
- Ability to develop engaging, inclusive, and accessible fitness and recreational programming.
- Ability to work independently and manage the agreed scope of contracted services.
- Demonstrated professionalism, appropriate professional boundaries, and a high level of confidentiality.
- Ability to collaborate effectively with multiple stakeholders in a correctional environment.
- Ability to comply with applicable ACCW requirements, safety procedures, and EFry policies related to service delivery.

CONTRACT REQUIREMENTS:
- Enter into a written Contract for Services with EFry.
- Maintain appropriate commercial/general liability insurance and provide proof of coverage as required under the agreement.
- Maintain any required professional certifications, licenses, registrations, or qualifications.
- Meet applicable ACCW security, screening, access, confidentiality, privacy, and safety requirements.
- Submit invoices to EFry for services rendered in accordance with the agreed payment terms.
- Be responsible for applicable taxes, insurance, business expenses, and other costs associated with providing the contracted services.

- Comply with applicable legislation, regulations, ACCW requirements, and EFry policies relevant to service delivery.

Independent Contractor Relationship:

This is a contracted service opportunity and not an offer of employment with EFry.
The successful Service Provider will be engaged as an independent contractor. The relationship between EFry and the Service Provider will be governed by a written Contract for Services, which will outline the scope of services, deliverables, reporting requirements, compensation, insurance, confidentiality, privacy, and other applicable terms and conditions.

MANDATORY JOB REQUIREMENTS:

- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- **Valid driver's license (Class 5) with satisfactory driving record.**

EFry is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than October 6, 2026, with the subject line 26-ACCW-CON001.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.