

**POSITION: Exercise Class Coordinator for Research Interventions**

**ORGANIZATION: University of British Columbia EMPLOYMENT**

**LOCATION: Vancouver General Hospital, Vancouver, BC**

**SUPERVISOR: Dr. Teresa Liu-Ambrose (contact: [cogmob.research@hiphealth.ca](mailto:cogmob.research@hiphealth.ca))**

### **WORK PERFORMED**

1) Coordinate the delivery of research exercise interventions to participants.

Specifically,

- Teach exercises to individuals and groups, following set protocols
- Coordinate exercise class schedule for numerous randomized controlled trials
- Supervise and train volunteers, part-time, and contractual staff on exercise class protocols and procedures
- Develop resources for exercise delivery, following set protocols
- Maintain accurate records of all participants' attendance and progression; such records must be kept up to date and include all information instructed by Program Director
- Monitor participants before, during, and immediately after classes to ensure their safety
- Document and report all possible adverse events observed during classes
- Initiate and follow emergency protocol when required
- Assure established lab safety protocols and safety procedures are followed
- Provide motivation and feedback to research participants
- Attend lab meetings and maintain ongoing communication regarding the status of participants and exercise classes
- Keep informed of the Aging, Mobility, and Cognitive Health Lab, VCHRI, and UBC policies and procedures and enforcement thereof
- Communicate with all participants in a pleasant, courteous manner, providing feedback as necessary

2) Collect and enter data according to protocol with direct supervision from the Director/Coordinator using preset forms and databases.

3) Liaise with research participants to develop relationships that are positive and informative.

4) Assist in coordination of studies, including scheduling of assessments, as well as recruitment.

5) Perform other related duties as assigned.

### **CONSEQUENCE OF ERROR/IMPACT OF DECISION-MAKING**

This is a position of trust as it delivers programs to older adults from the community at large who consented and volunteered for research. Errors could result in personal injury, injury and adverse events for participants, financial loss as well as in damage to the reputation of the Department of Physical Therapy, Aging, Mobility, and Cognitive Health Lab, and the University of British Columbia.

Inappropriate judgement and noncompliance to standard protocols would greatly compromise the quality of research studies and related data acquisition and the reporting of research outcomes.

Inappropriate judgement and noncompliance to standard protocols also could compromise the safety and wellbeing of the participants.  
Inappropriate judgement and noncompliance to standard protocols would compromise research success and affect the credibility of the Principal Investigator and the research program.

### **SUPERVISION RECEIVED**

Works independently in direct consultation with the Director of the research program on a regular basis

### **SUPERVISION GIVEN**

Responsible for contributing to ensuring a safe environment for research participants during the delivery of behaviour interventions (e.g., exercise classes) and during assessments.

### **WORKING CONDITIONS**

Will be interacting directly with older adults on a daily basis and work within a team composed of graduate students and research assistants and lead Research Coordinator.

### **QUALIFICATIONS**

#### Education & Experience:

Candidate must be a certified as an exercise instructor. For example, valid BCPRA Personal Trainer certification (with Older Adult specialty; Third Age Certification) or valid BCRPA Group Fitness certification (with Older Adults specialty; Third Age Certification) or Valid NSCA Certified Personal Trainer Certification or Valid ACSM – CPT certification or Valid CSEP – Certified Personal Trainer Certification.

Strong preference will be given to those who have an educational background in clinical exercise physiology or those who have worked extensively with older adults.

Candidate must have a university degree in a relevant discipline plus previous work or volunteer experience in instructing exercises to adults. Strong preference will be given to those with previous research, volunteer, or work experience in geriatrics, cognitive aging, and exercise (in older adults).

Must be certified in Standard First Aid and CPR (with AED training).

Candidate must also have excellent written and oral communications skills, as well as organization skills.

#### Knowledge, Skills & Abilities:

Good physical health and mobility for lifting, exercising, bending, reaching, spotting and coaching.

Must be able to follow written protocols and oral requests accurately.

Ability to communicate clearly and factually with faculty, staff, research participants, and students.

Must have excellent attention to detail and accuracy.

Demonstrated ability to work independently and in a team environment.

Demonstrated ability to meet deadlines.

Must demonstrate ability to receive and respond to critical feedback for the sake of improving job performance.

Must demonstrate ability to adhere to all public health and institutional guidance on the risk management of COVID-19.

Please send your cover letter and resume to the Aging, Mobility, and Cognitive Health Laboratory at [cogmob.research@hiphealth.ca](mailto:cogmob.research@hiphealth.ca)