YWCA JOB DESCRIPTION

TITLE: Group Fitness Instructor

REPORTS TO: Health & Wellness Director

STATUS: Non-Exempt

WORK SCHEDULE: Part-Time (flexible to meet requirements of the position including some evenings and weekends)

Qualifications:
• Must have excellent written and oral communication skills to work positively with different populations, in groups and individually
• Must be well-organized and prepared to teach classes
• Must be in excellent physical condition to teach group exercise
• Must be able to think independently and develop routines for teaching specific exercise classes;
• Must be able to keep confidences and practice discernment
• Educational background in Physical Education, Exercise Science, Health Education or related field and/or extensive practical experience and a strong interest in the health/wellness or related field is preferred
• Certification through ACE, ACSM, or other approved nationally accredited organization to teach group fitness classes is preferred or willingness to obtain the same within 6 months from hire
• CPR and First Aid certifications is preferred
• Must be alert and aware of signs of exercise-induced distress
• Must have adequate vision to review documents; hearing adequate to interact with the public
• Must be able to lift up to 45 pounds using proper technique

General Responsibilities:
The person selected for this position will be responsible for quality fitness programming in the areas of fitness instruction. This person is responsible for continuous high-quality customer service, which includes, but is not limited to, meeting internal and external customer needs, and for presenting a positive attitude toward the YWCA, its staff, and its programs.

Key Areas of Responsibility:
The Group Fitness Instructor assumes many responsibilities. These responsibilities include the following:

• Ensuring that member’s needs are met by providing quality service during classes
• Ensuring that your fitness classes meet YWCA standards
• Ensuring that a safe and healthy environment exists for exercising
• Arriving to teach class in advance of the scheduled time to greet participants, answer questions and address concerns
• Dressing appropriately for teaching exercise classes
• Arriving well-prepared, music cued and routine thought out
• Teaching classes with energy and enthusiasm
• Motivating class participants to the best of your ability
• Noting new participants and sharing basic exercise information with them

Updated: 6/10/15
• Keeping up-to-date on safety and fitness trends
• Following the guidelines set forth by the YWCA to provide a safe and enjoyable class
• Finding a substitute instructor if unable to teach is desirable
• Maintaining certifications
• Maintaining professionalism through support of your colleagues and other YWCA staff
• Participating as a YWCA employee by working with staff and members in fitness programs and special events
• Other duties as assigned by the Health & Wellness Director