



**EAPRD Job Description
Certified Group Fitness Instructor
Part-Time**

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

Performs a variety of duties associated with instructing or leading group fitness programs. Employees at this level provide specialized instruction and program supervision which may include the coordination of schedules and activities in assigned area. Employees with applicable certifications and higher-level experience and training may be hired at the II level.

Supervision Received: Works under the direction of the Wellness Coordinator.

Supervision Exercised: None

FLSA Status: Non-Exempt

Salary Range: \$20.00-\$32.00 unit/Hr Part-Time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent member service, greet and acknowledge all members and encourages participation.
- Performs a variety of duties associated with instructing or leading group fitness programs.
- Provides a safe, effective and supportive learning environment for diverse participants with varying skills and fitness levels.
- Ensures participants are performing exercises correctly and safely.
- Stays up-to-date of latest trends and techniques in areas of expertise. Evaluates class effectiveness and recommends new classes or techniques.
- Plans class curriculum and conducts group instruction in areas of expertise. This may include selecting exercises, designing choreography and creating music playlists.
- Uses knowledge and expertise to modify class activities for various participant skill levels.
- Sets up and takes down required program equipment including exercise and audio equipment.
- Maintains program related records and reports, including accurate class attendance records.
- Ensures that classes begin and end on time and respects the time of other instructors.
- Provides exceptional guest service to all participants. Responds to information requests, comments and complaints from participants.



- Maintains frequent communications with other staff within the Community Center and reports any issues or concerns with inventory, facility conditions, policies and incidents to supervisory staff as needed.
- Maintains responsibility for submitting work orders for repairs or broken equipment and communicates with the Wellness Coordinator on future equipment needs.
- Ensures the safety of guests and program participants by enforcing all rules and policies with staff and guests.
- Attends and participates in staff meetings and trainings.
- Participates in successful annual audit for safety and instruction true to class format and industry trends/standards.
- May be considered as a subject expert for area of specialization and may train other staff on specific knowledge.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience:

- High school diploma or GED
- One year of related work experience or training preferred
- An equivalent combination of education and experience may be considered
- Must be 18 years or older

Necessary Knowledge, Skills and Abilities:

- Must hold a current Group Exercise or Specialty certification from at least one accredited organization, including but not limited to ACSM, CSCS, NASM, NETA, ACE, AFAA, NSCA or a similar organization.
- Ability to obtain CPR, AED and First Aid certifications within 3 months of hire
- Must be able to obtain a Bloodborne Pathogen Certification within 3 months of hire.

REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of the current principles, practices, teaching methods and techniques specific to planning and teaching the program of instruction in areas of expertise.
- Must be able to read, write, and speak English fluently.
- Working knowledge of the major muscle groups and kinesiology.
- Ability to plan and organize safe and effective class curriculum and activities. Ability to select appropriate exercises, design choreography and create music playlists.
- Understands that use of explicit language is not allowed in playlists/song choices.
- Ability to effectively present class curriculum, demonstrate proper techniques and respond to questions specific to the program of instruction.
- Ability to adapt class activities to meet for a wide variety of participant skill levels.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to maintain current certification in area(s) of instruction.
- Ability to perform first aid, CPR and other medical attention as needed.
- Ability to provide outstanding customer service in a face paced, chaotic environment to a diverse guest population.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and other recreation staff under stressful circumstances.



- Ability to establish and maintain effective working relationships with supervisors, peers, and other EAPRD staff. Including the ability to follow directions and demonstrate professional behavior.
- Ability to communicate, follow and enforce all rules, regulations and policies. Ability to recognize safety hazards and sanitation issues and to notify supervisors
- Ability to operate all assigned equipment safely; ability to set up, maintain and tear down activity related equipment.

EQUIPMENT AND VEHICLES USED:

Personal computer, including word processing software; calculator; copy, scan and fax machine; phone; portable radio; automobile; various sports equipment used in recreation programs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Graded based on intensity of instruction (Level 1,2,3).



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed the Certified Group Fitness Trainer job description, and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodations.

I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): _____ Date: _____

Signature: _____