



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: **Group Fitness Instructor**

Schedule: Varies

Job Type: Part-time

Job Code: 03910104

FLSA Status: Non-Exempt

Reports to: Wellness Director

Revision Date: June 2018

Part-time (2-16 hours per month); flexible to meet requirements of the position including some evenings; weekend and holiday work may be required.

The Group Exercise Instructor reports to and takes day-to-day direction from the Wellness Director.

The Group Exercise Instructor is responsible for presenting a positive and competent image of the YMCA through quality exercise programs designed to meet the needs of the community.

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;
- must have educational background in Physical Education, Exercise Science, Health Education or related field; extensive practical experience and a strong interest in the health/wellness or related field;
- must be certified through ACE, ACSM, or other approved nationally accredited organization within 6 months of hire;
- must maintain professional certification through a nationally recognized organization to teach group exercise classes according to YMCA and ACSM protocol;
- Must check Group Ex notifications daily and use program appropriately;
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- 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;
- must be able to learn and follow local YMCA guidelines related to employment and benefits administration;
- occasional travel for training may be required;
- must understand, believe in and contribute to the mission of the YMCA to “Build strong kids, strong families, strong communities”.

General Responsibilities:

The person selected for this position will be responsible for quality exercise programming in the areas of exercise instruction and member services. 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 YMCA, its staff, and its programs.

Key Areas of Responsibility

The Group Exercise Instructor assumes many responsibilities. These responsibilities include the following:

- **Exercise Instruction:**
 - 1) Ensuring that member's needs are met through personal recognition and by providing quality service and group exercise classes;
 - 2) ensuring that your group exercise classes meet YMCA and ACSM standards;
 - 3) assuming a leadership role as a professional in the area of exercise and aerobics;
 - 4) ensuring that a safe and healthy environment exists for exercising;
 - 5) arriving to teach class in advance of the scheduled time to greet participants, answer questions and address concerns;
 - 6) dressing appropriately for teaching exercise classes;
 - 7) arriving well-prepared, music cued and routine thought out;
 - 8) learning the names of participants who attend your classes;
 - 9) sharing educational information with your class participants;
 - 10) teaching classes with energy and enthusiasm;
 - 11) motivating class participants to the best of your ability;
 - 12) noting new participants and sharing basic exercise information with them;
 - 13) keeping up-to-date on safety and exercise trends;
 - 14) following the guidelines set forth by the YMCA and ACSM in order to provide a safe and enjoyable class;
 - 15) finding a substitute instructor if unable to teach and recording it appropriately;
 - 16) reporting any equipment/facility problems to the Wellness Director;
 - 17) keeping yourself apprised of the YMCA by attending meetings/workshops; and reading the instructor Log at least once weekly;
 - 18) maintaining your national accreditation certification;
 - 19) maintaining professionalism through support of your colleagues and other YMCA staff;
 - 20) actively participating as a YMCA employee by working with staff and members in exercise programs and special events;
 - 21) and assuming any other duties as assigned by the Wellness Director.

- **Member Services-** Responsibilities include the following:
 - 1) Anticipating the exercise needs and interests of members in helping to develop appropriate group exercise programs. Exceed member expectations by "going the extra mile";
 - 2) handling member complaints and concerns quickly and effectively;
 - 3) encouraging members to reach their exercise and wellness goals;
 - 4) and gaining a complete understanding of the Member Services Desk as it relates to the Wellness Department;
 - 5) welcoming and getting to know class participants.

- **Other-**Responsibilities include the following:
 - 1) Understanding and following all administrative procedures and guidelines as outlined in the YMCA General Employee and Fitness Instructor handbooks;
 - 2) behaving as a role model for a fit and healthy person;
 - 3) understanding the role and contribution of each employee in the Wellness Department to the mission of the YMCA;
 - 4) attending meetings, seminars and functions as scheduled;
 - 5) and keeping a positive attitude with members and staff.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Compensation:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Wellness Director.

Job Description Read and Understood:

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Group Exercise Instructor

Date