



Excelsior Springs Parks, Recreation & Community Center

Job Title:	Group Exercise Instructor I	Job Category:	Job Category
Department/Group:	Community Center	Supervisor:	Fitness Coordinator
Location:	Excelsior Springs Community Center	Closing Date:	Open until filled
Level/Salary Range:	Grade 15	Position Type:	Part-time Position

Job Description

GENERAL PURPOSE:

- The Group Exercise Instructor will lead and motivate members in a group environment through a pre-arranged format of exercises designed to enhance overall fitness, strength and endurance, while ensuring that the safety of the members is not compromised. The Group Exercise Instructor I will also serve as a resource to educate members on various aspects of fitness.

ESSENTIAL JOB FUNCTIONS:

- Leads and delivers group fitness classes based on industry standards and approved formats that begin and end promptly, and adheres to the format, standards, and times scheduled.
- Instructs participants on effective workout methods; explains proper techniques, demonstrates exercises, identifies different muscle groups, and teaches appropriate methods and modifications.
- Provides verbal instructions that are clear and ensure that the volume, tempo of music and overall atmosphere is motivational and conducive to hearing, teaching, learning and having fun.
- Coaches and motivates class participants to achieve fitness goals and continually monitors for signs of injury, illness or overexertion.
- Interacts with participants, answers questions, introduce/orient new participants, generates and maintains a positive exercise experience, and solicits feedback in order to maintain long-term participation and member retention.
- Ensures all participants are using correct form during class and offers modifications and variations of the activities to accommodate all fitness levels.
- Maintains and demonstrates a positive and professional attitude towards his/her responsibilities, fellow associates, members, and guests.
- Consistently delivers scheduled class as posted on schedule and actively coordinate and schedule a qualified/approved substitute Group Exercise Instructor in the event of necessary absence in order to avoid any cancellations.
- Provides legally purchased music appropriate for the class format, and refrains from using music that contains foul or offensive language.
- Ensures all equipment is functioning correctly and that microphones are in working order.
- Maintains cleanliness and organization of the Group Fitness room by ensuring equipment is put away and the sound system is turned off when not in use.
- Promptly notifies management of any equipment or facility repair needs.
- Prepares any incident and/or witness reports as necessary in the event of accidents.
- Accurately and consistently records hours worked and class attendance information submitted to the Fitness Manager in a timely manner.
- Attends all required staff meetings as necessary and willingness to attend training in order to maintain teaching skills or improve/expand current skill level.
- Uphold the Community Center vision, mission, values and code of conduct and also comply with all Excelsior Springs Community Centers policies and procedures.
- Performs related duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Current CPR/AED certification and basic first aid training is required. (Can be received as on the job training)
- Minimum of three months teaching in a group exercise environment along with demonstrated knowledge of group exercise principles and safe exercise techniques.
- Completion of Group fitness certification by ACE, AFAA, ACSM, NETA, NASM, ISSA, ASFA
- Provide verifiable proof of specialized skill/training certifications
- Knowledge of group fitness teaching strategies and the incorporation of choreography and safe transitional movement patterns, music, tempo, cueing technique, and rhythm.
- High degree of energy and be physically fit to complete the workout.
- Demonstrated knowledge of basic physiology, human anatomy, kinesiology, body mechanics, and training principles.
- Demonstrated engaging and motivational leadership with adaptability at the front of a class to effectively engage participants and achieve a great member experience.
- Ability to create and/or follow appropriate choreography combinations to be taught within the parameters of the class format.
- Positive and effective interpersonal communication skills.
- High degree of professionalism with ability to motivate others.
- Ability to operate and troubleshoot audio equipment.
- Ability to work nights and weekends, with irregular hours

PREFERRED SKILLS:

- Must be at least 20 years of age.
- Must have good communication skills including phone skills.
- Able to make independent and sound decisions in a fast paced environment.
- Highly organized, detail, and goal-oriented.
- Able to work with diverse groups of people in a friendly and consistent manner.
- Able to reflect a positive attitude and provide excellent customer service.
- Strong computer skills with the ability to adapt to new software.
- Able to use social media for promotional purposes

ADDITIONAL NOTES

The physical demands described here are representative of those that must be met by an associate to perform the essential functions of this job. While performing the duties of this position, the associate is regularly required to stand, walk, and communicate with members, program participants, guests, vendors and associates. Reaching above shoulder heights, below the waist or lifting as required to store materials, move basketball goals, and other duties throughout the workday. The associate may occasionally lift and/or move up to 50 pounds. Proper lifting techniques required. The associate may be required to assist in case of emergency situations with members and program participants related to CPR/First Aid procedures.

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time