

Job Title: Group Exercise Instructor (Adult & Youth)

Pay Status: Part-Time, Hourly (non-exempt) - \$20-32/hr OR Contract Positions Available

Immediate Supervisor:

Responsible to the Fitness Coordinator

DESCRIPTION:

Under the direction of the Fitness Coordinator, the Group Exercise Instructor is responsible for creating and executing group fitness classes based on the format of the class. All format instructors are encouraged to apply, special preference to SilverSneakers, Aqua/Water Fitness, Pilates, Youth/Kids, Step, and other specialty fitness certifications. **Certification(s) and experience is required.**

Qualifications:

- *Group Fitness Instructor must be 18 years or older and possess knowledge of all areas of fitness.*
- *Minimum of a high school diploma.*
- *First Aid/AED/CPR Certified.*
- *Group Fitness Instructor must have obtained a certification through a nationally accredited organization such as AFAA, ACE, AEA, ASFA, Zumba, etc. or equivalent. Certification upon start date is required.*
- *Instructor must be goal-oriented, approachable, outgoing and determined. Must be comfortable promoting their classes.*
- *Must show evidence of continual growth and development in the field of fitness.*
- *Ability to maintain self-control and composure in difficult situations.*
- *Ability to demonstrate leadership qualities to perform required work.*
- *Must be committed to their classes, as substitutes are not available.*
- *Excellent oral and written communication skills.*
- *Must share a passion and commitment to healthy living and the mission and vision of the Bloomingdale Park District.*
- *If employed as an independent contractor, must provide W9 and proof of liability insurance.*

PRIMARY DUTIES AND RESPONSIBILITIES:

- Develop, document and implement group workout programs that match the needs and goals of clients and BPD.
- Determines format and content of class based on class description.
- Instruct clients on basic exercise physiology and exercise technique.
- Follow Bloomingdale Park District guidelines, policies and procedures.
- Maintain a safe and secure environment for participants.
- Keep the area clean and picked up.
- Sets up and monitors equipment if needed for group fitness. Inspect equipment and report any safety or maintenance needs to the Fitness Coordinator.
- Communicate maintenance and custodial issues to the Fitness Coordinator.

- Responds to all injuries. Ensures client adherence to safety and injury prevention policies and procedures and prepares incident/accident reports as required.
- Assist during major emergencies and familiarize yourself with evacuation plans.
- Ability to provide individual guidance to other instructors.
- May work additional hours at events for marketing opportunities.
- Attend staff trainings and meetings
- Performs miscellaneous job-related duties as assigned by the Fitness Coordinator.
- Communicates information to members and patrons.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Provide a friendly environment for all staff and participants.
- Maintain a positive relationship with staff and co-workers.
- Always present yourself in a professional manner.
- Maintain prompt hours and follow absence procedures.
- Dress appropriately during each shift.
- Check messages and email regularly.
- Maintain high standards and achieve high expectations.
- Perform additional duties and requirements as assigned.

PHYSICAL DEMANDS:

- 100% of your time will be on your feet conducting group fitness classes and interacting with members. This is an active position. Lifting is a requirement in terms of demonstrating exercises within your own weight limitations. Occasional lifting of boxes with supplies, equipment, or promotional items which are typically around 25 lbs is also required.

Work Hours and Compensation:

The Group Fitness Instructor position is part-time and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work anywhere from 1-25 hours per week. The hours worked daily will vary. The salary range for this position is \$18-\$32 an hour. Contract positions are available for instructors who have a W9 and carry their own personal liability insurance.

Environmental Considerations: Performs most activities indoors. Might be exposed to all conditions indoor such as lighting, temperature, noise level.

Cognitive Considerations:

- Must be able to follow directions and perform work activities as assigned by the Fitness Coordinator.
- Must be able to communicate effectively and be organized in their daily tasks.
- Must be able to work closely with co-workers and other employees.

- Must be able to present ideas and recommendations in a clear and concise manner.
- Must use good judgment and possess and use effective problem-solving skills.
- Use basic math, reading and writing skills.

Psychological Considerations:

- Must remain aware at all times of safety issues and use good judgment.
- Must have ability to deal with other people under stressful situations.
- May be able to work under stressful conditions including assisting in providing basic first aid.
- Must be able to work independently.
- Must show leadership and initiative and motivate participants.

Physiological Considerations:

- May need to respond to situations quickly and accurately.
- Must be in good physical condition.