

# Warrenville Park District

## Job Description

**Job Title:** Group Fitness Instructor

**Salary Range:** \$21.00 - \$32.00 per hour - DOE

**Department:** Fitness

**Employee Classification:** Short-term

**Immediate Supervisor:** Fitness Supervisor

**FLSA Status:** Non- Exempt

### JOB STATEMENT

Responsible for instructing safe, effective group fitness classes by demonstrating proper exercise and cueing techniques; creates choreography for multi-level fitness classes that challenges beginners through advanced exercisers and provide modifications as needed; builds patterns logically and creates smooth transitions.

### QUALIFICATIONS

1. Must be at least 21 years of age.
2. Current certificate to teach group fitness classes by a nationally recognized organization, preferably ACE, AFFA or ACSM.
3. Must be able to work independently and in a group setting.
4. First Aid & CPR/AED certification within six months of hire.
5. Must be able to respond to complaints and concerns from participants and supervisor professionally.
6. Must dress properly and always carry themselves in a professional manner.
7. Good communication, teaching and customer service skills.
8. DCFS Certification of Mandated Reporter of Child Abuse and Neglect within four weeks of hire.

### DUTIES AND RESPONSIBILITIES

#### *Essential Functions*

1. Demonstrate proper exercise and cueing techniques, create choreography for multi-level fitness classes that challenge beginners through advanced exercisers and provide modifications as needed and build patterns logically and create smooth transitions.
2. Demonstrate knowledge and understanding of anatomy, kinesiology and physiology, and the ability to apply it to classes and participants.
3. Make an effort to know participants names and meet participants needs.
4. Follow all daily procedures, read notices, verify participants and track attendance.
5. Is a team player who promotes other classes, makes necessary announcements and substitutes for other classes are a plus.
6. Make sure equipment is put away in its proper storage after each class.
7. Present ideas on how to improve the fitness program.
8. Communicate effectively with participants, other staff and supervisor.
9. Complete detailed accident reports as necessary.
10. Must be able to administer First Aid, CPR or AED if needed.
11. Attend staff meetings and training sessions.
12. Assist in opening and closing procedures depending on the room and time of class.
13. Report any problems of needed repairs of equipment to fitness Supervisor immediately after class.
14. Find replacement substitutes and report them to the Fitness Supervisor.
15. Advises participants on program and class policies and procedures, as appropriate.

16. Listen to members' concerns and complaints in a positive and understanding manner. Take notes of their complaints and respond in a respectful, kind way. Help if possible; if not, explain to them that you will notify the Fitness Supervisor.

### ***Knowledge, Skills and Abilities***

1. Must have knowledge of fitness principles, exercise programs and equipment.
2. The ability to be well organized and establish priorities.
3. Ability to resolve problems, handle conflict and make effective decisions under stressful conditions.
4. Ability to function independently, possessing a high degree of self-motivation and self-direction.
5. Skill in oral and written communication and the ability to use these in establishing working relationships with the district employees, community officials and the public.
6. Ability to make correct and safe judgments under any stressful circumstances and situations.
7. Must exhibit good problem solving and good judgments in keeping with the mission of the District.
8. Knowledge of District and departmental policies and procedures.

### ***Safety Responsibilities***

1. Actively support the loss control program that will effectively control and reduce accidents.
2. Work in harmony with the Safety Coordinator to organize loss control program aspects, which are particular to the department.
3. Maintain a working knowledge of all general and departmental specific safety rules.
4. Obey and enforce the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activity of the department.
5. Ensure that all management policies are fully implemented for maximum efficiency for each job.
6. Take corrective action for any unsafe condition that is observed that could adversely affect the safety of an employee or the public.
7. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Assist with emergency procedures and building evacuation.
9. Must take appropriate precautions when dealing with an injury involving blood that could be HIV/HVB contaminated.
10. Must be aware of environmental concerns that could be hazardous to participants participating in group fitness classes. Must remedy situations and use good judgment to modify classes in such circumstances. Some environmental hazards could include water on floor and high humidity causing sticky floors.

### ***Physical Requirements***

1. Must have the ability to physically demonstrate and instruct Group Exercise classes.
2. The primary responsibilities of this job require demanding physical abilities including skill, strength, endurance and flexibility.
3. Ability to lift and move exercise equipment and supplies, as well as instruction of class.
4. Requires sitting, standing, bending, reaching and a normal range of hearing and vision.
5. Occasionally lifts and carries items weighing up to 50 pounds.
6. Requires hand-eye coordination and manual dexterity to operate fitness equipment, copy machine, telephone, fax machine, sound system and other like equipment.
7. Requires assisting with set up of program(s) and special events as needed.

**Working Conditions**

- 1. Exposure to chemicals such as cleaning agents.
- 2. Ability to lift and move exercise equipment and supplies. Occasionally lifts and carries items weighing up to 50 lbs.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position which I will hold in the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

If I am unsure of my requirements or responsibilities, it is my duty to seek assistance from my supervisor. I am aware that the Job Description may be changed, and an updated copy will be available to me.

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Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date