

Job Title: Group Exercise Instructor
Reports To: Health and Wellness Director

Status: Non-exempt

General Description: The Group Exercise Instructor will have member service as his/her prime consideration. The Personal Trainer is responsible for orientating, instructing and monitoring all participants in their group exercise class and personal training sessions.

Minimum Qualifications:

- High School diploma or equivalent
- Current personal training certification from a nationally recognized organization in the health and fitness field is preferred.
- Prior work experience or a degree in a related field is preferred.
- Represent the goals and mission of the YMCA.

Know How:

- Thorough understanding of group exercise standards and guidelines to properly teach a safe and effective group exercise class.
- The ability to work well and interact with others in a positive manner.
- An understanding of facility policies, procedures and rules.
- Leadership qualities and public relation skills.

Principal Activities:

1. Always report to work 10-15 minutes prior to the start of class.
2. Introduce yourself and check for new participants at the beginning of every class and monitor them closely throughout the class.
3. Be sure that all participant sign in.
4. Continuously monitor participants to ensure safety. Advise participants of safety issues, as needed.
5. Each class should follow a gradual progression of activities and intensity.
6. Instruct each class in a safe, skilled and knowledgeable manner.
7. Show modifications/options for intensity levels.
8. Check intensity through the Borg scale 1-10 or the talk test.
9. Follow the current Group Fitness schedule, beginning and ending each class on time.
10. Keep current on group exercise industry trends.
11. At the end of class – make sure all equipment is picked up and put back in its proper place.
12. If there is no class scheduled right after yours, then lock the door and return keys immediately.
13. Report equipment breakdowns immediately, in writing, to the Group Fitness coordinators.
14. Report completely any accidents, potential dangers, incidents, etc, using the appropriate reporting forms.
15. Attend all staff meetings and training sessions as designated.
16. Follow department dress code.
17. Responsible for finding adequate coverage in the event of absence.
18. Be a professional representative of the YMCA.
19. Act as a positive character role model and a positive voice for the YMCA.
20. Understand that the Group Fitness schedule and assigned classes and times are subject to change with each new schedule.
21. Must have or obtain CPR/AED and first aid within the 1st 3 months of employment and maintain certifications according to YMCA standards.

Physical Requirements:

1. Ability to conduct classes and activities relating to fitness.
2. Must be able to:
 - Occasionally lift up to 30 lbs.
 - Occasionally lift and carry up to 30 lbs.
 - Frequently bend.
 - Frequently twist.
 - Frequently crouch and squat.
 - Frequently push and pull.
 - Frequently reach and lift above shoulders.
 - Frequently kneel.

End Result:

This position can be judged by:

1. Attainment of goals and objectives as evident in the performance appraisal process and the completion of the major duties of this position as outlined.
2. Maintenance of a safe, clean and attractive workout area.
3. Class participant attendance and feedback from members and staff.

Revision: The duties contained in this job description are only principal duties and are not the only duties to be performed. Additional duties will be assigned during staff training and meetings. As a Professional Role Model the expectation is that you work to the best of your ability to make our fitness program reach its potential.

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