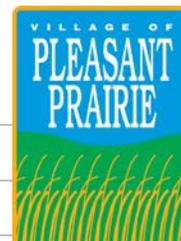


VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department: Fitness Division/Recreation Department	
Location: RecPlex	
Job Title: Group Fitness Instructor	
Reports to: Programs Director	Salary: \$14.00 - \$26.00
Type of position:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The primary purpose of this Fitness Instructor is to provide outstanding service through warm interactions. Their responsibilities include: 1) instruct safe and effective exercise classes and fitness with the goal of member/guest satisfaction and retention and 2) monitor students for appropriate fitness levels and conditioning.

CORE JOB RESPONSIBILITIES

1. Prepare and instruct class plans using proper form, technique and progression, safely and with motivation.
2. Be knowledgeable of physical fitness and exercise principles and to educate participants accordingly.
3. Monitor participants for appropriate exercise levels and adjust teaching to accommodate those levels.
4. Maintain records of class attendance and report numbers to Fitness Director.
5. Maintain positive working relationship with Director, co-workers and patrons. Promote teamwork and support overall goals of the Recreation Department.
6. Provide a positive and enjoyable environment for class participants, interacting in a pleasant and professional manner.
7. Promote a safe and clean fitness environment.
8. Maintain new choreography, music selection and continuing education credits.
9. Conduct participant evaluations and surveys.
10. Responsible for the class area and equipment, ensuring that equipment is kept neatly in proper place, doors locked and any keys returned.
11. Perform regular checks of all fitness equipment for quality and safety, making recommendations to Fitness Director as needed.
12. Enforce all class/program policies and procedures.
13. Ensure safety of patrons in the facility and be prepared to take charge in an emergency situation if necessary. Report any emergencies to the Fitness Director immediately.
14. Keep up to date with industry trends and standards through continuing education, attending a minimum of one workshop per year.
15. Promote classes and other areas of the RecPlex: pool, league sports, special events etc.
16. Attend regularly scheduled meetings and training sessions.
17. Assist with special events.
18. Perform cleaning and maintenance of fitness area and equipment when requested.
19. Assist/support other instructors and Fitness Director by substituting classes when needed.
20. Attend other instructor's classes.
21. Record attendance and hours on time sheet properly.
22. Complete related work as assigned.
23. Must be energetic, enthusiastic and motivational.
24. Enjoy contact with people – first impression is important with every personal contact.
25. Must be able to work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
26. Must become and remain a resident of Kenosha County within one year of employment.
27. Introduce yourself to the class at least 2 times, one at the beginning and again at the end.
28. Respond in a friendly, patient, and responsive manner when dealing with patron and supervisor requests.
29. Project a professional and helpful manner when addressing the safety, welfare and concern of members, guests, and the general public
30. Communicate with the goal of creating trust with the participants.
31. This position requires knowledge of anatomy, exercise physiology and proper progression, instructing techniques, injury prevention and safety procedures as they relate to fitness and wellness. Instructors must provide proper exercise instruction using both verbal description and physical demonstration. Effective communication skills are imperative.

EDUCATION/CERTIFICATION REQUIREMENTS

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- Two years of work experience in the area of fitness preferred
- Ability to perform continuous physical activity
- Must communicate effectively orally in one to one and group settings and by phone
- Communicate with the public and disseminate information with confidence
- Must be able to attain Aerobic or Group Fitness Instructor Certification

LICENSE OR CERTIFICATIONS

- Nationally recognized Fitness Instructor Certification (preferably AFFA or Ace for land fitness, AEA or equivalent for aqua fitness) within six months of hire.
- CPR, AED & First Aid certification required upon hire.

through a nationally recognized association.

JOB REQUIREMENTS/WORK ENVIRONMENT

- Primarily indoor fitness/recreation environment either in a gymnasium, studio, or pool setting with exposure to varying temperatures and humidity, slippery surfaces and pool chemicals. The position requires cardiovascular fitness and adequate muscle strength for pushing, pulling, lifting, and participation in continuous aerobic activity for a minimum of one hour at a time.
- Always dress professionally and to fit the program you are instructing. Maintain athletic shoes for your safety when teaching land aerobic classes.
- All uniforms will be clean and in good condition (no holes).
- No visible body piercings or tattoos.
- Demonstrate professionalism by arriving 15 minutes prior to scheduled class time.
- Consistently follow all policies and procedures.
- It is your responsibility to find a substitute when needed, inform Director of any instructor changes.
- A variety of exercise equipment including, but not limited to elastic bands, dumb bells, mats, steps, weights, balls and stereo microphone.
- Hours are set by the Fitness Director and will vary with some evening and weekend work required.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 1/2014