



EXCELSIOR SPRINGS

Parks · Recreation · Community Center

Job Title:	Group Exercise Instructor (Group X)	Job Category:	Fitness
Department/Group:	ESPRCC	Supervisor:	Fitness Coordinator
Location:	ES Community Center	Date Closing	Open until filled
Level/Salary Range:	J Starting at \$22.99/hour	Position Type:	Part-time

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 will also serve as a resource to educate members on various aspects of fitness.

ESSENTIAL JOB FUNCTIONS:

1. Leads and delivers group fitness classes based on industry standards.
2. Instructs participants on effective workout methods and demonstrates exercises.
3. 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.
4. Coaches and motivates class participants to achieve fitness goals and continually monitors for signs of injury, illness or overexertion.
5. 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.
6. Ensures all participants are using correct form during class and offers modifications and variations of the activities to accommodate all fitness levels.
7. Maintains and demonstrates a positive and professional attitude towards his/her responsibilities, fellow associates, members, and guests.
8. Consistently start and end classes 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.
9. Provides legally purchased music appropriate for the class format, and refrains from using music that contains foul or offensive language.
10. 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.
11. Ensure all equipment is working properly. Promptly notify Fitness Coordinator of any equipment or facility repair needs.
12. Prepares any incident and/or witness reports as necessary in the event of accidents.
13. Accurately and consistently records hours worked and class attendance information.
14. Attends all required staff meetings as necessary and willingness to attend training in order to maintain teaching skills or improve/expand current skill level.
15. Other duties as assigned.



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QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Must be at least 18 years of age.
2. CPR/AED and First Aid training is required. (Can be received as on the job training.)
3. Completion of a group fitness certification by ACE, AFAA, ACSM, NETA, NASM, ISSA, ASFA.
4. Knowledge of group fitness teaching strategies and the incorporation of choreography and safe transitional movement patterns, music, tempo, cueing technique, and rhythm.
5. High degree of energy and be physically fit to complete the workout.
6. Knowledge of basic physiology, human anatomy, kinesiology, body mechanics, and training principles.
7. Demonstrated engaging and motivational leadership with adaptability at the front of a class to effectively engage participants and achieve a great member experience.
8. Ability to create and/or follow appropriate choreography combinations to be taught within the parameters of the class format.
9. Positive and effective interpersonal communication skills.
10. Ability to operate and troubleshoot audio equipment.

PREFERRED SKILLS:

1. Must have good communication skills including phone skills.
2. Able to make independent and sound decisions in a fast-paced environment.
3. Highly organized, detail, and goal-oriented.
4. Able to work with diverse groups of people in a friendly and consistent manner.
5. Prior experience as a group instructor, references preferred.
6. Ability to follow written and verbal instructions.
7. Ability to gather information, make computations and assist in other department activities.
8. Must be able to maintain confidentiality.
9. Ability to establish and maintain effective working relations with coworkers and the public.
10. Ability to make work-related decisions in accordance with department policies and regulations.
11. Ability to establish good working relationships with public, subordinates and supervisors.
12. Ability to maintain self-control and composure and set a professional example for the staff and participants.
13. This work is typically performed while intermittently sitting, standing, stooping, walking or bending.
14. Frequently lifts heavy objects, and uses tools or equipment requiring a high degree of dexterity.
15. Ability to work nights and weekends with irregular work hours.
16. Exposure to communicable diseases and bodily fluids.
17. Must be able to lift, push, pull, and carry up to 50 pounds in weight. Proper lifting techniques required.

ADDITIONAL NOTES:

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.