



Job Title: **Fitness Instructor**  
Category: Variable Hour Part-time  
Shift: Varies Including Nights and Weekends  
FLSA Status: Non-Exempt  
Pay Range: \$17.50 – \$20.00 Hourly.

Created or Revised Date: 01/02/20

### **SUMMARY:**

Under general supervision of the Fitness and Wellness Coordinator, the Fitness Instructor is responsible for preparation and planning of fitness classes. Instructs various levels and types of group fitness classes and provides information relevant to proper use of equipment, class structure and member wellness.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Carbon Valley Parks and Recreation District retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.

### **General Duties:**

- Instruct and lead group fitness classes under the direction and guidance of the Fitness and Wellness Coordinator.
- Maintains interest and participation in Recreation District fitness and wellness programs by conducting classes that are fun, safe and innovative.
- Maintains applicable education to maintain certifications. Certifications must be renewed prior to certification expiration dates.
- Encourages member recruitment and participation by educating our prospective and current members about classes and upcoming events.
- Works closely with the Fitness and Wellness Coordinator to introduce new and exciting class options to our participants.
- Is respectful of customer diversity and abilities.
- Uses practical and current knowledge and skills to guide and teach participants in fitness settings.
- Communicates and enforces facility and class policies and procedures.
- Provides excellent customer service, including interacting with participants and/or parents to answer questions and resolve problems.
- Must be able to maintain a calm composure when working with angry or upset customers.
- Reports any issues or concerns to the Fitness and Wellness Coordinator.
- Responsible for finding a dependable, appropriate substitute for classes upon their absence.
- Help maintain all fitness equipment, not limited to group fitness. Includes stereo and mic.



### **Administrative Duties:**

- Responds to emergency situations as required and maintains accurate accident and incident reports.
- Must be able to communicate clearly and effectively in both oral and written form.
- Attends applicable Recreation District events outside of normal operating hours.
- Complies with District policies and procedures.

### **Budget/Resource Management:**

- Assures that responsibilities are performed within budget and performs cost control activities such as monitoring expenditures to assure sound fiscal control.

### **Supervision/Development of Subordinates:**

- N/A

### **Public Relations/Communication:**

- Attends necessary staff meetings, trainings, and in-service programs
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parent, volunteers, and other community members
- Provide excellent customer service in a timely manner
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures
- Reports any changes, conflicts or unsafe circumstances to supervisor immediately
- Has thorough knowledge of and communicates effectively with customers regarding district programs, policies, and services

### **Miscellaneous Duties:**

Varied including Nights, Weekends and some Holidays; Part Time

- Identify and/or recommend maintenance, improvement, or repair of facility equipment, property, and operational procedures to ensure safety, efficiency, and fiscal responsibility
- Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to help prevent accidents
- Perform additional assigned duties as required



## **QUALIFICATIONS:**

### **Required Qualifications:**

- Must be CPR/ AED and First Aid Certified within 60 days of hire, have and maintain a group fitness/exercise certification through ACE, NETA, AFAA, NASM or similar certification through a nationally accredited organization.

### **Preferred Qualifications:**

- Possess certification or become certified to instruct SilverSneakers®, Yoga, Pilates, Zumba®, Les Mills BODYPUMP™, and/or Beachbody®.

## **WORKING CONDITIONS:**

- The noise level in the environment is moderate to loud
- May require indoor and outdoor activities and exposure to the elements
- Occasional travel by automobile is required to attend professional meetings and workshops or to reach a recreation activity site located away from the Recreation Center.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear, use hands to finger, handle, or feel objects, tools, or controls, stoop, kneel, crouch, or crawl, and reach with hands and arms.
- This position requires a high level of physical ability including standing for long periods, bending, reaching, lifting, jumping, walking, stretching, etc. Works with various fitness equipment such as weights, spin bikes, fitness balls, mats, etc.
- Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification's associated with the job. The employee may perform other duties as assigned.

Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interview, reference checks, background checks that may include, local police check and, driving check through DMV.