



The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.

<b>Job title</b>	<i>Group Fitness Instructor</i>
<b>Reports to</b>	<i>Wellness Programs Supervisor</i>
<b>Salary Range</b>	<i>\$15 per hour + incentive</i>
<b>Classification</b>	<i>Part time, Non-Exempt</i>

### Location

This position will be located at the Two Rivers Activity Center (TRAC). TRAC is a state-of-the-art recreation center designed to support health and wellness for all ages. Our cause is to make our community the best place to live and play by providing resources, programs and opportunities that promote health and well-being. Our work focuses on; health and wellness programming, recreational and leisure activities, and youth development.

We value;

- **Community-** We are all in this together.
- **Quality-** We provide an exceptional experience.
- **Integrity-** We act with high ethical standards.
- **Inspiration-** We believe in what we do to make a difference.

### Job Summary

Under the general supervision of the TRAC Wellness Programs Supervisor, Group Fitness Instructors will teach and conduct safe and effective group exercise classes. Offers encouragement and motivation to class members. Incorporates a wide variety of modalities to achieve overall fitness through instruction of cardiovascular, strength, flexibility and mind-body modalities. Must have knowledge of anatomy, kinesiology, and group exercise program leadership and implementation.

### Core Competencies

#### Guest Service

- Interacts with guests/families in a warm and friendly way.
- Listens to understand what guests/families have to say.
- Takes immediate action to meet guests/family requests or needs.

### **Safety**

- Recognizes safety hazards and takes corrective action; seeking assistance when needed.
- Demonstrates knowledge of operational policies and procedures.
- Performs work safely, without causing harm or risk to self, others or property.

### **Mission and Values**

- Demonstrates personal commitment to the Mission and Values of Jamestown Parks and Recreation and Two Rivers Activity Center.
- Initiates collaboration with others outside of service area.
- Models accountability for learning by sharing knowledge and learning from others.
- Regular and predictable attendance is required.

### **Interpersonal/Communication/Relationships**

- Builds effective working relationships.
- Expresses appreciation to others for their work.
- Treats others with respect.

### **Equipment**

- Demonstrates skill in use of equipment relevant to position; verbalizes knowledge of appropriate safety procedures.
- Identifies equipment problems; seeks out appropriate person to make repairs, consistently informs appropriate person of problems encountered with repairs or calibration of equipment.

### **Essential duties and responsibilities**

- Leads guests through each fitness class safely and effectively ensuring standard group exercise format is followed by:
  - Including a proper warm-up, workout and cool down.
  - Demonstrating and explaining how to carry out various exercises and routines.
  - Watching guests complete exercises and correcting technique when necessary to minimize injury and improve fitness.
  - Preparing and offering alternative exercises (modifications) for guests of different levels of fitness and skill level.
  - Applying knowledge of exercise physiology and the principles of training to the group exercise setting.
  - Taking a participative approach to the group fitness class rather than a command-response style (i.e. the instructor is active with the participants while still maintaining adequate supervision).

- Demonstrates commitment to safe exercise for all by preparing well-organized classes with attention to proper form and safe ROM.
- Demonstrates effective coaching skills and builds effective, authentic relationships with guests to encourage them in their health and wellness goals.
- Prepares class plans, organizes relative equipment, set-up and take-down materials used for instruction; responsible for finding a dependable, appropriate substitute upon absence.
- Utilizes tools and information for the purpose of increasing members' knowledge of wellness as well as wellness programs provided through TRAC.
- Answers questions from members to support them in achieving their goals related to healthy living.
- Maintains working knowledge of wellness and trends to provide effective information and support to guests and staff; displays commitment to maintaining certification and continuing education requirements.
- Attends all schedule meetings and trainings as required.
- Other duties as assigned by Wellness Programs Supervisor.

## **Qualifications**

### **Licensure/Certification Requirements:**

- Certification through a national organization that offers a written examination and practical workshop/examination is preferred.
- CPR/AED and First Aid certification (will provide course).

### **Experience:**

- One year of experience teaching group fitness preferred.

### **Additional Requirements:**

- May be asked to demonstrate a fitness class for interview committee before hire.

## **Working conditions**

This position will require the attendance at regular team meetings, trainings and special planned events. If the child programming or activities are located in other areas of the TRAC facility as well as outdoors, or off site, all responsibilities as stated in your job description apply. You may be asked to work evenings, weekends, extended shifts and outdoors during all seasons of the year.

All applicants will be subject to a criminal background check.

## Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this employee is in an indoor setting where he or she may be subject to noise and distraction; requires extended periods of speaking in a loud voice for up to an hour at a time; requires muscular exertion and/or physical strain; requires use of fine motor skills to operate a computer, keyboard, and mouse, and must sit, stand, walk, bend, stoop, crouch and kneel. Must be able to speak, hear, and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

## Direct reports

This position is not responsible for the direct supervision of other staff members.

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<b>Approved by:</b>	<i>Amy Walters, TRAC Facility Manager</i>
<b>Date approved:</b>	<i>June 26, 2017</i>
<b>Reviewed:</b>	<i>June 26, 2017</i>