

Department: Parks, Recreation and Tourism Pay Grade: Part-Time
Reports To: Group Exercise Coordinator FLSA Status: Non-Exempt
Last Revised: 09/2009 Last Reviewed: 09/2009

GENERAL STATEMENT OF DUTIES

Teaches classes for the members and participants of Green Ridge Recreation Center. Maintain a safe and controlled atmosphere to ensure a high quality program that meets the standards of the department. Perform other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Teaches safe and fun land and aquatic group exercise classes.
- Ensures that all the participants in the class are engaged in the class and that the class abides by industry standards.
- Motivates all class participants to accomplish their goals and keep coming to the classes.
- Interacts spontaneously with members, guests, and center staff at any given time in the facility to model a personal and inviting atmosphere for the facility.
- Stays current on industry trends and how they may influence or affect the group exercise programming.
- Starts and ends classes on time and returns all equipment to proper location.
- Recommends new and/or replacement equipment for areas.
- Establishes and maintains effective working relationships with employees, contractors, customers, and the general public.
- Fosters a team environment through daily work habits and a positive attitude.
- Actively participate in meetings to keep informed of facility issues and information.

POSITION REQUIREMENTS/PREFERENCES

Education Required: Education or training resulting in one or more certifications from National Fitness Organizations in Group Exercise, Health, Fitness, or Wellness group exercise programming and instruction.

Experience Required: One (1) year of experience in teaching/instructing group exercise classes.
Preferred: Three (3) or more years of experience teaching/instructing classes or supervising a group exercise program.

Certifications/
Licenses Required: Valid Virginia driver's license with good driving record.
Current CPR, First Aid, and AED certification.
Preferred: Les Mills or AFAA Certified, or comparable

Knowledge, Skills
and Abilities

- Considerable knowledge of the principles and practices of group exercise.
- Knowledge of community group exercise needs.
- Ability to plan, schedule and coordinate land and aquatic based group exercise classes.
- Ability to develop and maintain effective working relationships with employees, customers and the general public.

- Effective communication skills both verbally and in writing, to wide variety of staff and customers.

Additional Requirements

Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description. Must be willing to work a flexible schedule including nights, weekends and some holidays.

Supervisory Responsibilities

None

OVERALL PHYSICAL STRENGTH DEMAND

Moderate

Lift and/or exert force up to 50 lbs. occasionally, 10 lbs frequently, or insignificant amounts constantly and requires walking or standing to a significant degree.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	O	Sitting
F	Walking	F	Lifting
O	Carrying	F	Pushing/Pulling
F	Reaching	O	Handling
O	Fine Dexterity	O	Kneeling
F	Crouching	O	Crawling
F	Bending	O	Twisting
R	Climbing	O	Balancing
C	Vision (Correction Required)	C	Hearing
C	Talking	R	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

Code	Health and Safety	Code	Environmental Factors
M	Mechanical Hazards	R	Dirt and Dust
R	Chemical Hazards	R	Extreme Temperatures
R	Electrical Hazards	W	Noise and Vibration
R	Fire Hazards	W	Fumes and Odors
N	Explosives	W	Wetness/Humidity
R	Communicable Diseases	R	Darkness or Poor Lighting
R	Physical Danger or Abuse		Other (specify)

PRIMARY WORK LOCATION

Group Exercise Rooms, office environment, entire recreation center.

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Computers, office equipment, and operate sound equipment which includes starting and shutting down the equipment properly.

PROTECTIVE EQUIPMENT REQUIRED

As applicable to activities involved.