

## JOB DESCRIPTION



<b>Department</b>	Fitness
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Group Fitness Instructor
<b>Classification</b>	Hourly/Non-exempt
<b>Pay Range</b>	\$14.00/hr. - \$26.00/hr. PT45

### Job Summary

The Group Fitness Instructor reports to the Manager of Fitness. The primary purpose of Group 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.

### Job Duties

- Prepare and instruct class plans using proper form, technique and progression, safely and with motivation.
- Be knowledgeable of physical fitness and exercise principles; and to educate participants accordingly.
- Monitor participants for appropriate exercise levels and adjust teaching to accommodate those levels.
- Maintain positive working relationship with Director, co-workers and patrons. Promote teamwork and support overall goals of the Fitness Department.
- Provide a positive and enjoyable environment for class participants, interacting in a pleasant and professional manner.
- Promote a safe and clean fitness environment.
- Maintain new choreography, music selection and continuing education credits.
- Conduct participant evaluations and surveys.
- Responsible for the class area and equipment, ensuring that equipment is kept neatly in proper place, doors locked and any keys returned.
- Perform regular checks of all fitness equipment for quality and safety, making recommendations to Fitness Director as needed.
- Enforce all class/program policies and procedures.
- 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 Manager immediately. Complete accident reports as necessary.
- Keep up to date with industry trends and standards through continuing education, attending a minimum of one workshop per year.
- Promote classes and other areas of the RecPlex: pool, league sports, special events etc.
- Attend regularly scheduled meetings and training sessions.
- Assist with special events.
- Perform cleaning and maintenance of fitness area and equipment when requested.
- Assist/support other instructors and Fitness Manager by substituting classes when needed. It is your responsibility to find a sub when needed and notify the Fitness Manager of any changes.
- Attend other instructor's classes.
- Record attendance and hours on time sheet properly.
- Complete related work as assigned.
- Must be energetic, enthusiastic and motivational.
- Enjoy contact with people – first impression is important with every personal contact.
- 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.
- Introduce yourself to the class at least 2 times, one at the beginning and again at the end.
- Respond in a friendly, patient, and responsive manner when dealing with patron and supervisor requests.
- Project a professional and helpful manner when addressing the safety, welfare and concern of members, guests, and the general public.
- Communicate with the goal of creating trust with the participants.
- 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.
- All uniforms will be clean and in good condition (no holes).
- No visible body piercings or tattoos.
- Demonstrate professionalism by greeting participants and being prepared to start/end class on time.

- Consistently follow all policies and procedures.
- Hours are set by the Fitness Manager and will vary with some evening and weekend work required.

**Physical Requirements**

- 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.
- Work with a variety of exercise equipment including, but not limited to elastic bands, dumb bells, mats, steps, weights, balls and stereo microphone.

**Requirements - educational, certifications and experience**

- 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.
- 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.

I have read and understand the job duties and physical requirements of this position.

---

Signature

---

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.