



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

541.475.4253 • www.macrecdistrict.com

FITNESS INSTRUCTOR Job Description

Reports to: Programs Director

Pay Rate/Status: Starts at \$18/hour (FLSA non-exempt, part-time)

General statement of duties: Demonstrates and instructs group exercise classes; does related work as required.

Distinguishing features of the class: An employee in this classification is responsible for preparing and instructing group exercise classes. Work is performed under the supervision of the executive director who reviews work primarily on the basis of direct observation and feedback from participants. Instructors work closely with the recreation programs director on planning, development, class evaluation and implementation. Supervision is not a responsibility of position in this classification.

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EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed, and many positions will involve duties that are not listed.)

- Plan, organize and instruct group exercise classes and/or provide coaching/training in assigned specialization with appropriate exercises, sequences, and/or routines; provides and prepares appropriate music for format.
- Provides class instruction and demonstrates knowledge, skill and ability in specific area(s).
- Design and implement exercise class curriculum based on current research and includes warm-up, workout and cool-down periods
- Collaborates with coordinator staff to develop, plan and schedule classes.
- Includes and instructs multiple levels of modifications for each workout to allow participation by multiple fitness levels or those with past injury.
- Practices safe work habits and maintains a safe environment. Monitors participant safety during class and if necessary provides first aid. Follows standard procedure for emergencies for the facility where class is held. Complete and submit patron incident reports.
- Address program specific risk management/safety issues.



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- Greets students as they enter the class area. Responds to questions from participants regarding purpose of specific exercises/routines and other fitness-related topics.
 - Provides excellent internal and external customer service. Offers a positive experience for patrons and co-workers.
 - Ensures all participants are signed in and maintain appropriate records regarding class participation.
 - Prepares facility for class including any required program equipment and sound equipment. Cleans up area and returns all equipment to appropriate storage area at end of work shift.
 - Communicate with staff regarding facility, equipment and supply needs. Request purchase of supplies, coordinating expenditures with district policies.
 - Monitor participant behavior to ensure an environment where everyone feels welcomed, included, safe and respected while participating.
 - Respond professionally to questions, suggestions, and concerns from participants and staff regarding programs, activities, policies and practices.
 - Remain personally accountable in seeking resolution to misunderstandings, conflicts, or performance of self or others. Respond positively to correction and accepts direction.
 - Attend staff orientations and trainings, as required.

DESIRABLE QUALIFICATIONS:

Knowledge: Essential knowledge of fitness/exercise program components; principles of cardiovascular fitness, kinesiology, neuromotor, balance, flexibility, muscular endurance and strength training; safety practices and precautions in performing exercises. Knowledge and skill to suggest modifications of exercise to participants with injuries or limitations. Principles of group dynamics and group interaction and emergency procedures and accident site management.

Skills: Instruct and demonstrate fitness exercises safely and effectively to groups of varied ages and abilities; ability to perform and instruct all exercises of assigned specialization. Maintain neat and clean appearance. Follow and give instructions in a courteous and professional manner. Interpret, explain, follow and apply district policies, keep accurate records and establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.

Abilities: Communicate directions/instructions both verbally and by demonstration; observe and correct improper techniques; modify exercises for individual needs; select movements and/or music that is appropriate, safe and interesting to participants; counsel and motivate participants during class. Ability to provide good customer service in challenging situations. Ability to administer First Aid and CPR and follow emergency



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procedures. Identify and prevent hazards and maintain safe environment.

Experience And Training: 1) Two years of college or vocational training emphasis in exercise physiology, anatomy, kinesiology, or related field; 2) Two year of professional level experience in specialty area with some teaching experience in instructing/leading group fitness and exercise classes, supplemented with a nationally recognized certification and training as a 200 hr. yoga instructor, group exercise instructor, certified personal trainer, certification specific to branded class format; OR any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

KEY ATTRIBUTES:

1. **INTERPERSONAL SKILLS:** The ability to interact with others in a positive manner.
 - Initiates and develops relationships in positive ways.
 - Successfully works with a wide range of people at varying levels of ability
 - Communicates with others in ways that are clear and concise.
 - Demonstrates ease in relating with a diverse range of people of varying backgrounds, ages, experience and education levels.
2. **RESULTS ORIENTATION:** The ability to identify actions necessary to complete tasks and obtain results.
 - Maintains focus on class goals/outcomes
 - Implements thorough and effective plans and applies appropriate resources to produce desired results.
 - Follows through on all commitments to achieve results.

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, twist, and stoop both indoors and outdoors, as well as in an aquatic environment. The position requires mobility including the ability to move materials weighing up to 50 pounds unassisted on a regular basis such as storing, setting up and cleaning up equipment and supplies. Manual dexterity and coordination are required over 75% of the work period. Exposure to loud noise is low and never necessitates hearing protection. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Necessary Special Requirements: Possession of or ability to obtain current First Aid and CPR/ AED certificates (depending on class location) and other certifications as required prior to start date. Current certification for all branded formats.



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ADDITIONAL INFORMATION:

Hours/Shift: Will be discussed and agreed upon prior to classes being opened for registration.

Equal Opportunity Employer