



JUNE 2017
FLSA: NON-EXEMPT

FITNESS INSTRUCTOR/PERSONAL TRAINER

HOURLY PAY RANGE: \$23.59-\$28.67

DEFINITION

Under general supervision, performs a variety of duties in support of the provision of health and fitness classes and programs; develops and instructs a variety of group aerobic and fitness classes; develops individual fitness programs and advises on the same; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor or other assigned supervisory staff.
Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for the development, implementation, and instruction of a wide variety of aerobic and fitness classes and programs including programs designed for presentation and instruction to small and large groups as well as programs designed based on individual goals and needs. Incumbents are responsible for developing programs that adhere to commonly accepted industry standards for the purpose of promoting the health, fitness, and safety of members and guests.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, plans, and implements a variety of exercise and fitness programs including but not limited to: aerobic step programs, Pilates, Zumba, Silver Sneakers, spinning, strength training, water aerobics, yoga, gymnastics and core classes.
- Maintains a safe environment and closely supervises participants to ensure their safety throughout programs and/or classes; monitors the safe and proper use of equipment and facilities.
- Communicates with participants regarding program objectives, goals, and activities.
- Resolves program issues within established guidelines.
- Maintains exercise equipment and facilities in clean and orderly condition including securing equipment and materials at the end of the workday; inspects equipment, supplies, and facilities daily to ensure that they are safe for public use; performs upkeep and maintenance as needed; reports items that require repair or replacement.
- Issues and collects equipment and supplies.
- Maintains an encouraging environment for program participants.
- Maintains and prepares a variety of records and reports including attendance.
- Enforces facility safety rules and regulations; interprets and applies policies, procedures, laws, codes, and regulations applicable to area of assignment.
- May perform general office duties including greeting patrons, light typing, data entry, copying, and filing; assists with the development of promotional brochures and fliers by providing program information.
- Performs other duties as assigned.

When assigned to Fitness Instruction

- Develops, plans, and implements various group exercise programs for the instruction and participation of small and large groups including the preparation of music and other needs required to carry out the programs.
- Ensures the availability of equipment and facilities necessary for carrying out assigned exercise programs.

When assigned to Personal Training

- Confers with individual clients to determine needs, goals, and objectives of exercise program; develops programs based on individual needs.
- Meets with individual clients to instruct and lead specially designed exercise programs advising on proper form and use of equipment; makes adjustments to client programs as needed or requested by client.

QUALIFICATIONS

Knowledge of:

- Safe and effective exercise and fitness practices and techniques.
- Exercise physiology, anatomy, and kinesiology and their application to the development and implementation of fitness and exercise programs.
- Principles and techniques of choreography.
- Safe use of exercise equipment and materials including free weights and aerobic and strength training machines.
- Current trends in fitness and exercise programs and equipment.
- Basic safety precautions and procedures related to the instruction of exercise and fitness programs, equipment, and facilities including CPR and First Aid.
- Techniques and principles of the instruction and direction of others.
- Standard office practices and procedures including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Laws, codes, rules, and regulations applicable to the area of assignment including District policies and procedures.

Ability to:

- Work independently with initiative and minimal supervision in the development and implementation of safe and effective exercise and fitness programs.
- Instruct others in a group or on an individual basis on the safe and effective utilization of a variety of exercise and fitness equipment using various techniques, styles, and formats.
- Stay current on trends in the industry including new programs and equipment.
- Effectively motivate program participants.
- Personally demonstrate and perform the exercises and movements of designed programs.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Lift and move exercise equipment and supplies.
- Use English effectively to communicate in person, over the telephone, and in writing including speaking in front of large groups.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade and specialized training in fitness, exercise, or a related field.

Licenses and Certifications:

- Possession of a Personal Trainer certificate.
- Possession of a Group Exercise Instructor certificate.
- Certification as a Zumba and Silver Sneakers instructor.
- Possession of, or ability to obtain within six (6) months of employment, First Aid and CPR/AED certification issued by the American Red Cross.

PHYSICAL DEMANDS

Must possess mobility to work in a standard recreation/fitness facility setting and use standard exercise equipment including cardiovascular and strength training machines and free weights as well as standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Must possess physical stamina to instruct and participate in a variety of fitness exercises for prolonged periods of time and to move and rearrange equipment and machines used in the instruction of fitness programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment as well as audio equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull to participate in fitness activities. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work indoors with moderate noise levels and controlled temperature conditions. Employees may be exposed to blood and body fluid when rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

Signature of Employee

Date

