

## **POSITION DESCRIPTION**

Class Title: Fitness Instructor  
Department: Parks and Recreation  
Date: August 4, 2004

Job Code Number: 501

### **GENERAL PURPOSE**

A fitness instructor is responsible for safely and fairly teaching various aerobic classes to all ages. Instructors must be able to effectively instruct courses and design routines for each course. Instructors must be in charge of the class, allowing the participants to enjoy their fitness time. Fitness Coordinator will assign additional duties as needed.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Fitness Coordinator.

### **SUPERVISION EXERCISED**

Supervises participants during classes.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- 1) Plans and leads exercise/activity sessions in one or more assigned fitness areas, such as low impact aerobics, stretching/flexibility, yoga, general fitness, and/or specialty training i.e. Zumba, group exercise instructor, tai chi, kickboxing, Pilates, yoga, aquatic instructor or any that may require a specific certification.
- 2) Advises participants on program and class procedures and policies, as appropriate.
- 3) Distributes handouts and/or class evaluations, if appropriate, and answers questions from participants after each session; assists in performing follow-up and communication with participants, as required.
- 4) Tracks progress of clients; maintains client files as appropriate.
- 5) Ensures that safety and injury prevention policies and procedures are adhered to by participants; reports accidents/incidents and prepares accident/incident reports, as required.
- 6) Performs miscellaneous job-related duties as assigned.

### **PERIPHERAL DUTIES**

Performs other duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS**

*Education and Experience:*

High school diploma or GED with 1 to 3 years' experience directly related fitness or fitness instruction.

Recognized competencies in field of instructional expertise/may require discipline-specific certification.

*Necessary Knowledge, Skills, and Abilities:*

- A) Skill in use of First Aid procedures.
- B) Ability to prepare routine administrative paperwork.
- C) Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- D) Knowledge of fitness training and education methods and techniques in area of specialty.
- E) Knowledge of exercise principles and technology.
- F) Knowledge of the operation and maintenance of fitness equipment, stereo, microphone and facilities.
- G) Ability to read, understand, follow, and enforce safety and cleaning procedures.
- H) Ability to prepare or select appropriate music for all age levels from the fitness music selection for the appropriate class.
- I) Ability to use diplomacy, tact and courtesies relative to different exercise and health levels.
- J) Ability to be creative and innovative to offer fun and challenging classes for participants and maintain a positive rapport to motivate the participants.
- K) Ability to keep participants informed about registration of classes and upcoming workshops relative to fitness.

**SPECIAL REQUIREMENTS**

Completion of AED, CPR and Standard First Aid Course preferred.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

**TOOLS AND EQUIPMENT USED**

Use of a telephone; occasional use of a copy machine, computer; use of specialized equipment related to the assigned activity/sport.

**PHYSICAL DEMANDS**

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

While performing the duties of this job, the employee is frequently required to run, walk, sit, kick, jump and talk, see, and hear. The employee is frequently required to use hands to

finger, handle, feel, throw, and reach with hands and arms. Moderate physical exertion is present because of stooping and kneeling.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will generally experience comfortable working conditions. The employee may occasionally be exposed to humid and hot conditions of a gymnasium/class room.

The noise level in the work environment is moderately loud.

**SELECTION GUIDELINES**

Formal applications, rating of education and experience; oral interview and reference checks for new applicants; criminal background investigation; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Effective Date: \_\_\_\_\_

Revision History: November 7, 2013  
September 8, 2015  
March 14, 2019