



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Group Fitness Instructor**  
FLSA Status: Non-exempt  
Status: P/T  
Reports to: Group Fitness Coordinator

Job Code:  
Job Grade:  
Department: Fitness  
Revision Date: 11/08/17

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## POSITION SUMMARY:

**Group Exercise Instructor:** This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. This position provides leadership and instruction in group exercise classes.

## ESSENTIAL FUNCTIONS:

### Group Exercise Coordinator:

- Responsible for making sure all classes are conducting in a safe, effective and timely manner.
  - Expected to have a valid CPR/First Aid Certification.
- Expected to instruct classes and follow the same protocol as the Group Exercise Instructors as highlighted below:
  - Instructs group exercise classes in a safe and effective manner. Leads the group through a planned exercise routine in a specific genre of exercise. Always offering modifications when able.
  - Make the environment safe and welcoming for all participants. Make an effort to build a community and positive relationships within the classes to encourage participants to return.
  - Makes an effort to keep their classes new and exciting.
  - Maintains a record of the attendance of their classes.
  - Reports to their classes at least 10 minutes before the class begins and be available to answer any questions after the class is over.
  - Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
  - Organizes and puts away needed class equipment. Reports damaged equipment.
- Encouraged but not required to seek out Group Exercise Certification, not specified, in an effort to stay up to date with the current trends in group exercise.

## YMCA LEADERSHIP COMPETENCIES:

Group Fitness Coordinator (Competencies for "Leader"):

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

- Background and Experience in Group Exercise. Must be able to demonstrate group exercise knowledge.
- Open, although not required in pursuing a certification in group exercise, not specified.
- Excellent communication and team building skills
- Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification and Emergency Oxygen.
- At least 18 years of age.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- The physical demands 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.
- Able to demands the physical demands of the instructors class and possibly in others respective classes in order to serve as a substitute when needed.
- Ability to instruct and observe participants in proper exercise form.
- Ability to lift the equipment required for that particular class.
- Ability to successfully conduct a group exercise class while offering modifications and communicating to the class while teaching.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_

2/14/2018