



Job Title: Group Exercise Instructor
Department: Wellness
FLSA Status: Non-Exempt, Hourly, Part-Time
Revised Date: Created 4/15/25 (Council)

Accountability

Under the direction of the Executive Director of the Wellness Center and Recreation Director, respectively.

Job Summary

Responsible for creating, promoting, and conducting fitness class opportunities while promoting safety, well-being, and inclusion for all patrons.

Essential Job Functions

Creates, plans, and promotes fitness class opportunities in specialized subjects. Provides course information to Recreation Director for addition to Wellness Center website, social media channels, and other marketing means. Informs registered patrons about materials needed and suggested dress code for participation in fitness class—communicates if a class is cancelled or postponed. Leads and conducts fitness classes at established times and instructs participants on actions and/or use of necessary equipment. Ensures courses are being conducted to the established standards of subject's discipline, while promoting safety, well-being, and inclusion for patrons of all ages, abilities, and backgrounds. Recognizes and responds to emergency situations immediately and effectively based upon established policies and procedures. Knows, understands, and consistently enforces safety rules, policies, and guidelines of the facility. Assists with maintaining of a neat and safe facility by returning equipment or materials to their rightful place. Completes records and reports as required, and maintains proper dress code at all times.

Additional Duties and Responsibilities

May attend and participate in staff meetings or trainings as are required.

Knowledge, Abilities and Skills

Thorough knowledge of the subject matter being taught in the course and best practices in proper technique and use of equipment. Knowledge of the Wellness Center's registration software to assist patrons with signup questions. Good oral communication skills to deal courteously and effectively with all ages of the public. Ability to apply first aid or CPR measures; to display a positive, motivating, and encouraging attitude towards patrons of various abilities; to modify exercises and techniques for all fitness levels within the class; and to manage class time. Ability to sit or stand for extended periods of time; possess the energy and endurance to complete the course themselves; experience occasional exposure to wet/humid conditions and/or pool chemicals (if courses are held in natatorium); and to balance, bend, stoop, kneel, lift weights, and move as is necessary to conduct the fitness course. Capability to use a computer to log hours and to write legibly for reporting of participants.

Job Requirements and Experience

Must be at least 18 years old and must hold an acceptable certification or specialized training in the subject area they are leading; Must be able to complete the First Aid and CPR Certification within the first 30 days of employment.

Special Benefit

Employee will be eligible for a free monthly membership (\$45 value) at the Wellness Center for the duration of their employment if the following conditions are met:

1. Must conduct a fitness class at least six times a month on average.
2. Must obtain and maintain necessary trainings and certifications related to subject area.
3. Must offer a safe and inclusive atmosphere to serve patrons of all ages, abilities, and backgrounds.
4. Must follow all policies and procedures established by the Executive Director of the Wellness Center.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*