



Kandiyohi County Area Family YMCA Fitness Instructor Job Description

Title: Adult Fitness Instructor
Supervisor: Health and Wellness Coordinator

General Function

Under the direction of the Health and Wellness Coordinator all Adult Fitness Instructors will conduct classes that comply with the standards of the certification held as well as the YMCA's mission and teaching philosophy. This job description includes, but is not limited to; Low/High Impact Aerobics, Step Aerobics, Circuit Classes, Spinning Classes, Yoga, Pilates, HIIT, FIT, etc.

Essential Function

An Adult Fitness Instructor must be an energetic, dedicated and motivated individual who enjoys teaching fitness to groups of adults. All instructors must demonstrate and enforce the core values of caring, honesty, respect and responsibility that make up the YMCA's character development program. Physical requirements parallel the type of class the instructor is teaching.

Position Requirements

1. Be committed to the mission and goals of the YMCA.
2. Current certification in CPR/AED and First Aid (offered at YMCA).
3. At a minimum, the instructor must obtain or have the YMCA National certifications including *Principles of Health & Fitness* and *Group Exercise Instructor*. Advanced courses, YMCA CEC's and other types of certifications are encouraged.
4. Instructor must keep all certification current, for duration of employment.
5. Full working knowledge of the facility's safety and emergency procedures.
6. Ability to recognize participants who are in distress.
7. Demonstrate sound judgment in handling issues with staff and members.
8. Understand appropriate exercise movements and contraindicated exercises.
9. Recognize that the purpose of the class is to provide a workout for participants, not the instructor's workout.

General Duties and Responsibilities

1. Attend New Employee Orientation within the first 60 days of employment and attend additional department meetings as scheduled.
2. All fitness instructors must maintain all group exercise certification to continue teaching
3. Follow the Kandiyohi County Area Family YMCA Standards for Grooming and Dress as listed in the Employee Handbook.
4. Know, understand and follow all room guidelines, policies and chain of command of the YMCA facility.
5. Be responsible for completing and turning in accident/incident reports IMMEDIATELY after occurrence.
6. Assist other staff with the room transition between classes.
7. Notify the Health and Wellness Coordinator, Building Supervisor or other staff member whenever a potentially serious problem with equipment or facility.

8. Attend all instructor meetings, debriefings, trainings and in-services. Notify the Health & Wellness Coordinator if you are unable to attend and make-up responsibilities must be completed in a timely fashion.
9. Be responsible for finding own qualified substitute for any absence.
10. Complete all required employment records, including time cards, in an honest and timely manner.
11. Have fun in the fulfillment of duties.

Lesson Team Duties and Responsibilities

1. Teach every class scheduled through the entire session.
2. Prepare a workout based on the needs and the ability of participants and provide a visual of adaptations. Be prepared/flexible.
3. Arrive in the room 10 minutes prior to the start of the first class and have all necessary equipment ready before class.
4. Start and end classes on time.
5. Learn the students' names as well as teaching them yours.
6. Be responsible for safety of students and never leave a class unsupervised.
7. Be responsible for putting own equipment away.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands or arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this include close vision, distance vision, color vision, peripheral vision, depth perception, 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 enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually moderate.

Effect on End Result:

1. Each adult that takes part in a YMCA fitness class not only is challenged to exercise within his/her target heart range but will also strengthen his or her body, mind, and spirit.
2. An environment that gives members a sense of safety, fun and belonging as evidenced in membership retention.
3. A high quality Fitness Department consistent with the purpose and mission of the Kandiyohi County Area Family YMCA and the needs of the community.

4. A class environment that implements character development through the demonstration and teaching of the values of caring, honesty, respect and responsibility and unity as stated in John 17:21 "that all may be one".



I have read the Kandiyohi County Area Family YMCA Adult Fitness Instructor Job Description and I fully understand and know what my responsibilities are in order to do my job effectively.

Employee Signature

Date

Supervisor Signature

Date