

## KOSCIUSKO COMMUNITY YMCA

Job Title: **Group Fitness Instructor**

FLSA Status: Non-Exempt

Reports to: Membership Development/Wellness Director and Fitness Coordinator

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### **Position Summary:**

Instructs group classes, provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

### **Essential Functions:**

1. Leads group classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
2. Conducts energizing, fun, safe, and educational classes.
3. Builds effective relationships with members; helps members connect with each other and the YMCA and promotes YMCA programs.
4. Keeps accurate class attendance records.
5. Set up and take down class equipment. Report equipment problems.
6. Maintains working knowledge of wellness and trends to provide effective information and support to members.
7. Follows YMCA policies and procedures; responds to emergency situations.
8. Obtain own sub when absent and communicate this with Fitness Coordinator.

### **YMCA Competencies (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:**

1. High school graduate preferred.
2. At least one year of experience teaching group wellness classes preferred.
3. Certification: CPR.

4. National certification (ACE, NETA, AFAA, NASM) in group fitness instruction or YMCA Foundations of Group Exercise certification within one year of hire.
5. YMCA Healthy Lifestyles certification within 60 days of hire.
6. Certification in areas of expertise.

**Physical Demands:**

1. Ability to conduct classes and activities relating to fitness.
2. Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting.

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Signature, Group Fitness Instructor

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Date

Revised July, 2011