

GROUP FITNESS INSTRUCTOR

PURPOSE OF CLASSIFICATION

Employees in this class are under supervision of the Wellness Coordinator. Provides quality fitness programs for the community to assist them in achieving their fitness goals. Other job duties may be assigned.

EQUIPMENT/JOB LOCATION

Employee will use various aerobic equipment. Job location will be mostly at the McMinnville Civic Center.

ESSENTIAL FUNCTIONS

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Teaching aerobic classes as scheduled by the Wellness & Aquatics Coordinator which might include: cardio circuit, Zumba, step aerobics, boxing fitness, indoor cycling (Spin), pilates, body sculpting, yoga, silver sneakers and/or other classes add due to new fitness trends
- Prepare a workout based on the needs and the ability of participants;
- Ensuring that a safe and healthy environment exists for exercising;
- Teaching classes with energy and enthusiasm;
- Motivating class participants to the best of your ability;
- Keeping up-to-date on safety and fitness trends;
- Arriving well-prepared, music cued and routine thought out;
- Ensures aerobics guests adhere to safety and injury prevention policies and procedures; prepares accident reports as needed.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Arriving to teach class in advance of the scheduled time to greet participants, answer questions and address concerns;
- Have all necessary equipment ready before class;
- Dressing appropriately for teaching exercise class;
- Sharing educational information with your class participants;
- Report any equipment/facility problems to the Wellness Coordinator;
- Performs miscellaneous duties as assigned by management.

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of planning, coordinating and conducting a diversified fitness and wellness program;
- Knowledge of equipment maintenance requirements in wellness and fitness;
- Knowledge of occupational hazards and safety precautions;
- Ability to maintain annual certifications as required by the City of McMinnville;
- Ability to ensure that each participant's needs are met through personal recognition and by providing quality service and group fitness classes;

- Ability to stay well organized and prepared to teach classes;
- Ability stay in excellent physical condition to teach group exercise;
- Ability to think independently and develop routines for teaching specific exercise classes;
- Ability to keep confidences and practice discernment;
- Ability to stay alert and aware of signs of exercise-induced distress;
- Ability to enforce Parks & Recreation rules and regulations with firmness and with respect for the feelings of others;
- Ability to maintain excellent written and oral communication skills to work positively with different populations, in groups and individually;
- Ability to establish and maintain an effective working relationship with the public and other employees.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Any combination of training and experience equivalent to:

- High school diploma or equivalent
- Certified through a NCAA Accredited Organization such as ACE, AFAA, ACSM, NETA
- Must be able to maintain CPR, First Aid and AED certifications, provided annually by the City of McMinnville
- Lift and move 45 pounds safely and properly

(ADA) MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines which include a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty-five (25) pounds of force occasionally, and/or up to ten (10) pounds frequently. Physical demand requirements are at levels of those for sedentary work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

FORM / SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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