

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Group Exercise Instructor	BAND/LEVEL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	9110
DIVISION:	Community Center	DATE:	4/11/2013
REPORTS TO:	Manager, Community Center	FLSA STATUS:	NE
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 521

REPLACES: Group Exercise Instructor

DATE: 6/13/2010

JOB SUMMARY STATEMENT:

Leads aerobic/fitness classes that are safe, effective and fun in a variety of formats, while maintaining a high level of customer service.

DUTIES AND RESPONSIBILITIES:

1. Leads aerobic/fitness classes that are safe and effective, while maintaining a high level of customer service. Recognizes and addresses new and first-time participants, screening for limitations. Monitors participants throughout class and offers modifications to individuals as necessary. Responds to patron's questions and concerns or refers to other fitness staff as needed.
2. Assists with class sign-in and directing class participants in set-up of equipment.
3. Ensures studio is left in good condition and equipment is properly stored.
4. Assists with equipment maintenance, including stereo system and microphones.
5. Attends staff meetings, accurately completes paperwork and maintains communications and relates any problems to Fitness Supervisor.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

High school diploma or equivalent. Requires Group Exercise Instructor certification and/or Personal Training certification by nationally recognized organization.

EXPERIENCE:

One year of experience in group exercise instruction preferred.

SKILLS:

1. Good written and oral communication skills
2. Attention to detail
3. Human Relations/Interpersonal skills
4. Leadership skills
5. Public speaking/presentation skills
6. Ability to recognize exercise limitations and demonstrate modifications.

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MENTAL REQUIREMENTS:

1. Diplomacy and judgment
2. Ability to train and guide others
3. Ability to recognize and protect confidential information
4. Ability to carry out assignments through oral and written instructions
5. Ability to work independently
6. Ability to work in a hectic environment with many interruptions
7. Ability to analyze and recommend possible solutions

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, and stoop
2. Ability to identify and distinguish colors
3. Ability to use exercise equipment such as dumbbells, steps, stability balls, Bosu balance trainers, barbells, resistance tubing
4. Excessive standing and/or walking

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.