



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: **Group Ex Instructor**

FLSA Status: Non Exempt Hourly

Status: Part Time

Reports to: Group Ex Coordinator/Wellness Director

Department: Wellness

Revision Date: 7/2018

POSITION SUMMARY:

The group exercise instructor is responsible for providing high-quality instruction and guidance for members by teaching safe, effective and enjoyable classes. Creates a positive environment that welcomes all skill and fitness levels, modifying movements as needed to meet varied health, ability and cultural needs. Assists in membership development and retention by effectively building community within the class and helping members improve well-being.

ESSENTIAL FUNCTIONS:

1. Leads energizing, fun, safe, and educational group classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
2. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA. Models welcoming, connecting, motivating and affirming.
3. Asks and answers questions from members to support them in achieving their goals related to health and well-being, implementing active listening skills.
4. Celebrates achievement of program participants related to program or personal goals, mastering specific skills or improving overall health and well-being.
5. Observes and adjusts approach to support all participants' capabilities, physical conditions, health and culture.
6. Maintains working knowledge of wellness and trends to provide effective information and support to members.
7. Obtains and maintains required certifications, completes mandatory staff training and participates in required staff meetings.
8. Keeps accurate class attendance records, aiming for continual retention and growth.
9. Supports mission, vision and direction of the Crossroads YMCA. Actively promotes all YMCA programs and activities and supports YMCA campaign initiatives.
10. Follows YMCA policies and procedures; responds to emergency situations.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
2. Excellent interpersonal, communication, and problem solving skills.
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.

Crossroads YMCA will determine certification level required for class and schedule needs.

Group Exercise Instructor in Training, Level 1: Minimum age of 18, experience as a participant, no certifications. Within 30 days of hire, complete New Staff Orientation (NSO), CPR/AED certification, YMCA wellness foundational e-learning courses (Orientation to Healthy Living at the Y, Foundations of Listen First, Principles of Member Health & Wellness, Group Exercise at the Y).

Group Exercise Instructor, Level 2: Minimum age of 18, experience as a participant, at least one nationally recognized group exercise certification (must meet YMCA equivalency standards, ACE, ACSM, AFAA, NETA) or YMCA Foundations of Group Exercise. Within 30 days of hire, complete New Staff Orientation (NSO), CPR/AED certification, YMCA wellness foundational e-learning courses (Orientation to Healthy Living at the Y, Foundations of Listen First, Principles of Member Health & Wellness, Group Exercise at the Y).

Group Exercise Instructor for Purchased Format: Minimum age of 18, experience as a participant, certified by and paying monthly licensing fees for trademarked program, including but not limited to all Zumba formats, WERQ, Beachbody, Les Mills, etc. Within 30 days of hire, complete New Staff Orientation (NSO), CPR/AED certification, YMCA wellness foundational e-learning courses (Orientation to Healthy Living at the Y, Foundations of Listen First, Principles of Member Health & Wellness, Group Exercise at the Y).

Group Exercise Instructor for Specialty Class: Minimum age 21, minimum 3 years as participant and specific training in discipline, certified by nationally recognized agency or governing body, such as yoga or martial arts instructor, and/or nationally recognized personal training certification that meets YMCA equivalency standards (includes AFAA, ACSM, ACE, NASM, NESTA, NETA and NSCA). Within 30 days of hire, complete New Staff Orientation (NSO), CPR/AED certification, YMCA wellness foundational e-learning courses (Orientation to Healthy Living at the Y, Foundations of Listen First, Principles of Member Health & Wellness, Group Exercise at the Y).

JOB EXPECTATIONS:

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____