

POSITION TITLE	Instructor - Group Exercise		
FLSA TYPE	Non- Exempt	REPORTS TO	Coordinator/Director
YMCA BRANCH	Wood River Community YMCA	DEPARTMENT	Healthy Living

GENERAL FUNCTION	Creates and delivers programs including: cardiovascular exercise, muscle conditioning and flexibility. Provides customer service, guidance, leadership, and regular feedback to all participants. Leads group fitness classes in a safe, effective, and timely manner; appropriate to the fitness level of the participants in the class. Maintains equipment.
ENTRY REQUIREMENTS	<ul style="list-style-type: none"> ▪ Must be 18 years of age or older. ▪ Must be able to engage strangers in conversations and make all people feel welcome. ▪ Must be able to competently lead studio cycling or other specialty group fitness class. ▪ National Exercise Instructor Certification (Y required, ACE, AFAA, etc.). ▪ Current CPR/AED certification. ▪ Ability to effectively communicate to participants in a positive manner, ability to be observant, safety conscious, and to react calmly and quickly in an emergency. ▪ Must be able to work autonomously within the Y core values of Caring, Honesty, Respect and Responsibility. ▪ Ability to build genuine relationships with participants and maintain a welcoming environment with people from all walks of life. ▪ Ability to interact with the broad spectrum of member and staff diversity. ▪ Ability to analyze problems and solve them using good judgment and resourcefulness. ▪ Ability to effectively communicate verbally to large and small groups of members. ▪ Ability to attend all trainings and meetings as required even if scheduled outside normal working or regular scheduled hours.
CORE COMPETENCIES	<p><u>VALUES & MISSION</u></p> <ul style="list-style-type: none"> ▪ Understands and supports the mission of the Y; displays the Y values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the Y; conveys enthusiasm for the Y and his/her work. ▪ Uses effective personal behaviors/communicates effectively by treating everyone with courtesy, respect, and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member. ▪ Accepts and demonstrates the Y's values. <p><u>RELATIONSHIPS</u></p>

	<ul style="list-style-type: none"> ▪ Casual, Connected, Committed: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the Y; practices effective relationship building techniques; supports the role of fund-raising in achieving the Y mission. ▪ Provides a Quality Experience for everyone: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others. ▪ Builds rapport and relates well to others. <p><u>QUALITY RESULTS – SAFETY, POLICIES, & PROCEDURES</u></p> <ul style="list-style-type: none"> ▪ Works productively and demonstrates responsible actions by consistently performing duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively and appropriately participates in staff meetings. ▪ Continuously maintains a safe working environment for self and others. Views safety as a guiding principle for making business decisions. ▪ Complies with all Y policies and procedures including but not limited to hiring paperwork, training and certification requirements, and information outlined in the Treasure Valley Family Y employee handbook as they apply to the position you hold within the Association. ▪ Strives to meet or exceed goals and deliver a high-value experience for members.
<p>PRINCIPLE ACTIVITIES</p>	<p><u>VOLUNTEERISM & COMMUNICATION</u></p> <ul style="list-style-type: none"> ▪ Learns member’s names and uses them frequently. ▪ Introduces members to other members and staff. ▪ Informs and involves members in other Y activities and volunteer opportunities. ▪ Builds classes into small communities that have contact outside of class times. ▪ Recruits volunteers to program and fundraising positions. ▪ Promotes the Y mission and cause in all interactions. ▪ Nurtures and encourages members regularly and gives appropriate positive feedback. ▪ Uses Listen First skills effectively. ▪ Invites members to participate in other Y programs by cross promoting when appropriate. ▪ Connects members with other members with similar wants, needs, and interests to create small communities inside and outside of the Y. ▪ Recruits volunteers and builds effective, supportive relationships with them. ▪ Listens for understanding and meaning; speaks and writes effectively.

FUNCTIONAL EXPERTISE – FITNESS/WELLNESS EDUCATION & INSTRUCTION

- Conducts and organizes fun classes by: beginning and ending on time, welcoming new participants (introduce to class), knowing participants names, and adhering to class format.
- Teaches to various fitness levels simultaneously and be able to provide modifications for all abilities.
- Monitors participants for proper positioning and intensity levels and be able to explain or demonstrate the correct and safe way to perform all exercises by applying appropriate policies and procedures.
- Knows and adheres to general fitness principles and avoid contraindicated exercises.
- Actively solicits feedback and makes suggestions to help members meet fitness/wellness goals.
- Follows up with members and ensures that needs are met.
- Provides basic information about nutrition, stretching and other wellness topics.
- Responds to safety and emergency situations.
- Records all accident/incident reports and participant statistics etc., as required by supervisor, and react immediately to member comments/concerns.
- Ensures safety of participants.
- Sets up and stores equipment for classes.
- Has the functional and technical knowledge and skills required to perform well; uses leading practices and demonstrates up-to-date knowledge and skills in technology.

FUNCTIONAL EXPERTISE – EQUIPMENT CARE/MAINTENANCE

- After each class assures the room is clean and ready for the next class to begin.
- Following the cleaning schedule or as requested by immediate supervisor or other staff, getting towels for members and ordering cleaning materials when necessary.
- Removes all damaged and or defective equipment immediately and notify supervisor.
- Submits work orders as necessary.
- Keeps equipment and storage room clean and organized after every use.
- Has the functional and technical knowledge and skills required to perform well; uses leading practices and demonstrates up-to-date knowledge and skills in technology.

INFLUENCE & INCLUSION – DEPARTMENT & BRANCH LEADERSHIP

- Assists staff in learning and following policies and procedures.
- Assists other staff in utilizing the Emergency Action Plan.
- Is seen as a positive influence among staff because of their work ethic and positive attitude.
- Attends staff meetings and trainings as scheduled.
- Uses appropriate chain of command when issues arise.
- Seeks first to understand the other person's point of view and remains calm in challenging situations.
- Works effectively with people of different backgrounds, abilities, opinions and perceptions.

**WORKING
CONDITIONS**

- The physical ability to lead and participate in exercise/fitness classes.
- Ability to communicate verbally to large and small groups of members.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to walk and/or stand for periods of time.
- Position may require bending and leaning.
- Ability to speak concisely and effectively communicate needs.

The statements are intended to describe the general nature and level of work being performed by incumbent. They are not intended to be an exhaustive list of all responsibilities, duties and skills required by all incumbents. Incumbents may perform other duties as assigned. In addition to the above, all Wood River Community YMCA employees are expected to:

- Provide customers with the highest quality service
- Promote teamwork and cooperative effort
- Maintain a clean, safe work area, practice good safety habits
- Demonstrate the Y Character Values of: *Caring, Honesty, Respect and Responsibility.*