



YMCA OF GREATER TULSA NON-EXEMPT JOB DESCRIPTION

Title: Group Exercise Instructor	Branch: Daily Family
Supervisor: Membership or Health & Wellness Director	Date: Immediate
Department: Health & Wellness	Classification & Status: Part-time, Non-exempt

GENERAL FUNCTION:

Under the direction of the Health & Wellness Director, this person will be responsible for leading group exercise classes. He/She will model the Y values of Caring, Honesty, Respect and Responsibility.

ENTRY REQUIREMENTS:

KNOWLEDGE AND SKILLS (SPECIALIZED, TECHNICAL, OR PRACTICAL)

- Must be 18 years old
- High school graduate or equivalent
- Strong human relation skills
- Prefer certification in Cycling, Pilates, Yoga, Cardio classes, etc.

HUMAN RELATION SKILLS

- Willingness to project the YMCA image by personal adherence to all policies
- Demonstrate the ability to interpret and administer all policies, established by the YMCA, to all employees and volunteers you may come in contact with.
- Great interpersonal skills

EXPERIENCE

- Experience in the Health & Wellness field required
- Prefer 6mo.+ experience in YMCA or other fitness programs as a participant.
- Prefer 2+ years experience in leading group exercise classes

JOB REQUIREMENTS:

DECISION MAKING AND JUDGMENT

1. Considerable judgment and resourcefulness required
2. Must deal with members, parents, their children and staff
3. Dress appropriately while on duty for the job you are performing.

PHYSICAL AND MENTAL REQUIREMENTS

1. Must be motivated and able to implement oral and written instructions.
2. Must be able to communicate respectfully and effectively with class participants, superiors and co-workers.
3. Must be able to stand, move, demonstrate, lead active movement oriented classes.
4. Must have physical, visual, and auditory ability to perform the essential functions of the job.
5. Must be able to lift 50+ pounds while moving supplies

6. Must be able to evaluate situations and make decisions within established policies and standards dealing with people of all socioeconomic levels
7. Must have patience to deal with high volumes of people
8. Knowledge and physical ability to respond in an emergency situations

CERTIFICATION

1. Must obtain certification in the following within the first 60 days:
 - a. CPR/AED
 - b. O2
 - c. First Aid
2. Must obtain certification in the following within the first 90 days:
 - a. Healthy Lifestyle Principles
 - b. Foundations of Group Exercise or Foundations of Personal Training
3. Must obtain certification in the following within the first 6 months:
 - a. Specialty class such as cycle, pilates, yoga, cardio & step, etc., OR National Certification such as ACE, AFAA, etc.

PARTICIPANT SAFETY

1. Requires considerable attention and alertness to safety hazards
2. Must be able to take on a leadership role in matters of safety

PRINCIPLE ACTIVITIES:

1. Ensure a clean, safe, comfortable and enjoyable environment for members and guests while they are participating in Health & Wellness programs.
2. Report all maintenance issues related to fitness equipment within 24 hours to Health & Wellness Director.
3. Record all incidents on appropriate incident reports.
4. Record all participant statistics as required by supervisor.
5. Correct members & class participants when incorrect or dangerous performance is observed.
6. Promote member incentive programs and other YMCA programs that members would benefit from.
7. Attend all meetings & trainings as required.
8. Other related duties as assigned and perform all duties with honesty, caring, respect and responsibility

EFFECT ON END RESULT

1. Increase in member numbers.
2. Increase in membership revenue.
3. Increase in member satisfaction.
4. Incidents are minimal due to safety precautions ALWAYS being followed.
5. Increase in number of participants attending class on a regular basis.

Employee _____ Date _____ Supervisor _____ Date _____