



Office of Human Resources

Fitness Instructor Non-Certified – RG2112

General Statement of Duties

Provides one-on-one personal training (certified) and instruction (certified) in group fitness classes such as yoga, step aerobics, kick boxing, boot camp, hip-hop, interval training, sports performance, strength training, Pilates, Zumba, indoor cycling, and/or core conditioning. Demonstrates proper techniques and methods for participants. Observes participants and informs them of corrective measures.

Distinguishing Characteristics

Fitness Instructor - Non-Certified is distinguished from Activities Leader in the emphasis of exercise with experience in a specialized area of fitness. Activities Leader provides specialized instruction to participants in specialized recreation activities such as sewing, languages, computers, ceramics, or home crafts.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised

None

Essential Duties

Instructs a variety of fitness classes in formats such as: yoga, step aerobics, kick boxing, boot camp, hip-hop, interval training, sports performance, strength training, Pilates, Zumba, indoor cycling, and/or core conditioning.

Creates enthusiastic and energetic class environments while providing specific emphasis on safety and proper execution of movements.

Maintains attendance records for classes; distributes and collects class evaluations as requested.

Answers participant questions and resolves issues, problems and conflicts.

Maintains a clean and safe orderly work area.

By position, may complete lesson plans, incident report forms, time sheets, registration cards, and collect fees, where applicable.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Teaching Others - Helps other learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Knowledge of anatomy sufficient to be able to demonstrate to others correct body mechanics for exercises.

Knowledge of aerobic exercise practices and techniques sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of fitness conditioning and training practices and techniques sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in filling out forms and completing paperwork related to the work assignment.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

None

Education & Experience Equivalency

None

Licensure & Certification

Requires certification in CPR/First Aid at the time of application or within six months hire date.

Licensure and certification must be kept current as a condition of employment.

Working Environment

Exposed to cold weather conditions (indoor/outdoor).

Exposed to cold temperatures, cold enough to cause bodily discomfort.

Exposed to heat temperatures, hot enough to cause bodily discomfort.

Exposed to temperature changes: variations in temperature from hot to cold.

Personal Safety: aware of surroundings, people, and events.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Color Vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distance and space relationships.

Eye/hand/foot coordination: performing work through using two or more.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Field of Vision: ability to see peripherally.

Field of Vision: ability to adjust vision to bring objects into focus.

Handling: seizing, holding, grasping or otherwise working with hands.

Hearing: perceiving the nature of sounds by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: Raising or lowering objects weighing no more than 50 pounds, from one level to another.

Mental Demands: oral comprehension, spatial orientation, and written comprehension.

Reaching: extending the hand(s) arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

Background Check Requirement

Criminal Check

Certification Check

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: Z-118

FLSA Code: N

Management Level: 10

Established Date: 9/21/2018

Established By: Lori Schumann

Revised Date:

Revised By:

Class History: