



YMCA

We build strong kids,
strong families, strong communities.

Santa Anita Family YMCA
501 S. Mountain Avenue
Monrovia, CA 91016
(626) 359-9244
(626) 359-9247 – fax
www.safymca.org

JOB TITLE: Group Exercise Instructor

JOB PURPOSE: PROVIDE INSTRUCTION AND TRAINING
by teaching program-specific skills, maintaining health and safety of participants.

Reports to: Wellness Director

Date of Description Approval: 2007

GENERAL FUNCTIONS

- ◆ The Instructor is responsible for teaching the specific skills affiliated with the program area; maintaining the health and safety of each individual. *All programs must be managed in accordance with the purposes and policies as set forth in the strategic plan, the Personnel Policies Manual and policies as may be formulated.*

EDUCATIONAL/CERTIFICATION REQUIREMENTS

- ◆ A High School Diploma/GED or equivalent experience and/or training. An Undergraduate Degree in field specialty (or In-Progress) preferred.
- ◆ YMCA Principles of Health and Fitness and YMCA Group Exercise Instructor certification or equivalent. Other YMCA course work recommended to enhance personal and professional growth.
- ◆ Specific certification(s) as may be required for specialized instruction/classes.
- ◆ Current Red Cross or equivalent CPR/AED/First Aid certification.
- ◆ Background Check Clearance
- ◆ Drug Test Clearance

EXPERIENCE REQUIREMENTS

- ◆ A minimum of 1 years related experience.
- ◆ A fundamental understanding of the YMCA philosophy and practices.
- ◆ Commitment to character development and the YMCA mission.
- ◆ Fundraising ability.
- ◆ Technical skills in specialized program area and equipment.
- ◆ Effective organizational and development skills as relates to specific program area.
- ◆ Solid problem-solving and communication skills.
- ◆ Supervisory skills for member and participant development and scheduling.
- ◆ Highly motivated and creative; mission-driven professional.
- ◆ Ability to work with all ages.
- ◆ Membership sales experience is preferred.

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PRINCIPAL ACTIVITIES

- ◆ Responsible for reporting to work on time; adhering to appropriate dress code for position and department of responsibility.
- ◆ Actively participates in fundraising efforts by promoting interests and benefits to donors throughout the community; providing support and guidance for staff and volunteers to reach annual Support Campaign goal.
- ◆ Responsible for administering professional and effective program-specific skills according to course description.
- ◆ Teaches and leads classes by implementing effective teaching methods; distributing equal attention to all participants.
- ◆ Maintains positive relationships and open communication with participants and YMCA staff.
- ◆ Oversees participant's progress; providing recommendations to member and Supervisor.
- ◆ Documents daily class attendance; reporting results to supervisor.
- ◆ Enforces health and safety standard of the department in cooperation with established protocol.
- ◆ Responsible for the set-up and take-down and securing of all required class equipment/supplies.
- ◆ Advises supervisor of class or equipment needs.
- ◆ Responsible for knowing emergency procedures; performing lifesaving techniques; administering basic first aid; activating emergency medical system; documenting accident/incident reports.
- ◆ Reports class irregularities to supervisor.
- ◆ Assists with program registrations as directed.
- ◆ Attends all staff meetings.
- ◆ Responsible, as part of team, for branch membership, program and facility development as directed in the goals and policies manual.
- ◆ Enhances supervisor's effectiveness by providing information and support; accepting responsibilities as assigned.
- ◆ Maintains professional and technical knowledge by attending in-service and education workshops as directed; reviewing professional publications.
- ◆ Performs other duties and responsibilities; completing additional projects and reports as required.
- ◆ *Contributes to the overall team effort by accomplishing related results as needed; abiding by all policies and procedures.*