



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

Job Title: Group Fitness Instructor

FLSA Status: Part-time, non-Exempt

Reports to: Senior Program Director

Date: January 2023

POSITION SUMMARY:

Instructs group classes, provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

1. Reports to work (prepared for class) on time, as scheduled.
2. Exemplify the YMCA mission of spirit, mind, and body and the four pillars of character development:
 - a. Caring - Behaves in manner that is supportive to members, staff, and volunteers
 - b. Honesty - Open to giving & receiving regular feedback to members, staff, and volunteers
 - c. Respect - Behaves in a manner that is mutually-respectful to members, staff, and volunteers
 - d. Responsibility - Communicates frequently with members, staff, and volunteers
3. Leads group classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
4. Class content is educational, energizing, fun, highly interactive, and safe.
5. Builds effective relationships with members; helps members connect with each other and the YMCA.
6. Greets and welcomes all members with a warm smile and a willingness to support.
7. Introduce yourself to the majority of class members as they enter the class (with an emphasis on new, unfamiliar members).
8. Provides YMCA updates to all class members.
9. Provides the majority of class members with affirmations and well wishes as they exit the class (with an emphasis on new, unfamiliar members).
10. Remains available, as scheduled, to converse and interact with class members.
11. Maintains working knowledge of wellness and trends to provide effective information and support to members.
12. Keeps accurate class attendance records.
13. Follows YMCA policies and procedures:
 - a. Willing to collaborate with community organizations and members.
 - b. Flexible and willing to work at other sites when needed.

- c. Use program resources efficiently and ecologically.
 - d. Follows all Workers Comp/Accident Report procedures through completion.
14. Attend staff training and all staff meetings as required.
15. Other duties/projects as assigned by supervisor.

KNOWLEDGE, SKILLS, TALENTS, and ABILITIES:

Development -- Willingness to participate in opportunities that serve to develop staff in the area of health and wellness. Desire to work with a large demographic with a variety of physical abilities and the willingness to provide them with a variety of choices and or modifications.

Member and Personal Service — Knowledge of principles and processes for providing professional member and personal services. This includes internal and external customer needs assessment, meeting quality standards for services, and evaluation of member satisfaction. Great customer service attitude.

Communication — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Ability to provide clear & useful information in a gracious, respectful, and helpful manner to the public, vendors, members, supervisors, and co-workers, in written form, via e-mail, and in person.

Coordination — Understanding the relationship of all positions to each other, and their impact on the culture and meeting the organization's goals. Adjusting actions in relation to others' actions, i.e., team work.

Commitment -- A commitment to the goals and philosophy of the YMCA.

YMCA LEADERSHIP COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's 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 in technology.

QUALIFICATIONS, EDUCATION, and/or EXPERIENCE:

- 1. At least one year of experience teaching group wellness classes preferred.
- 2. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- 3. Good organizational skills, initiative, and a proactive attitude.
- 4. Good verbal communication skills. Able to communicate effectively with YMCA staff, youth, parents, school staff, community partners and volunteers.

CERTIFICATES, LICENSES, REGISTRATIONS:

- 1. Live scan clearance.
- 2. Certification in areas of expertise.
- 3. CPR/AED, and First Aid.
- 4. All certifications and clearances need to remain current during employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to conduct classes and activities relating to fitness. Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting. Must be able to sit, stand and walk for extended periods of time, as well as the ability to use hands and fingers to feel and manipulate, such as at a computer keyboard or phone. Must be able to talk, see and hear. Must be able to carry and set up 50 lbs. of equipment.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to work in a quiet as well as moderately noisy work environment. Must be able to cope and function within stressful circumstances. Must be able to work within deadlines. No other particular exposure to difficult environmental conditions.

ACKNOWLEDGEMENT:

I acknowledge that I have read the job description and requirements for the position and certify that I can perform these essential functions.

Applicant/Employee Signature

Date

The Corona-Norco Family YMCA is an equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, disability, sex, marital status, age, or any other protected status covered by federal or state law.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change as the needs of the employer and requirements of the job change

