Title: Fitness Instructor

Essential Function

Under general supervision from a designated administrator, instruct and design aerobic and specialty classes, as well as perform personal training sessions with members. Manage, plan and coordinate activities in, and provide on-site supervision of the center.

Characteristic Duties

- Perform personal training with members. Instructor will design and implement personal training routines based on clients’ goals.
- Design and teach aerobic and specialty classes (i.e., boxing, yoga, slide, etc.).
- Schedule orientation, pre-membership and follow-up appointments.
- Coordinate facility forms procedures.
- Perform physical screenings.
- Administer and review health history profiles following national guidelines.
- Maintain confidential screening information.
- Aid in and/or design and review promotional material, policy forms, and facility information forms.
- Disseminate educational materials as well as promote area recreational events.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree must be in Exercise Science, Health Promotion or related field. Experience must be in personal training and teaching aerobic classes. Must be certified as a Health/Fitness Instructor, within one (1) year of hire date, from an organization such as the American College of Sports Medicine, American Council on Exercise, American Fitness Aerobics Association, or National Strength and Conditional Association. Experience may also require at least one (1) year supervision.

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