



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## NORTHFIELD YMCA JOB DESCRIPTION

Job Title: Group Exercise Instructor

FLSA Status: Non-exempt

Job Grade: 3

Status: P/T

Department: Fitness

Reports to: Group Exercise Coordinator

Revision Date: 7/17/2020

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Instructs group classes in a safe, enjoyable, and positive environment that promotes wellness and engagement in accordance with YMCA policies and procedures. Creates a welcoming and safe environment for all members of all backgrounds and abilities.

### ESSENTIAL FUNCTIONS:

1. Leads energizing, fun, safe, and educational group classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
2. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA
3. Maintains working knowledge of wellness and trends to provide effective information and support to members. Answers questions from members to support them in achieving their goals related to healthy living.
4. Organizes and puts away needed class equipment. Reports damaged equipment.
5. Keeps accurate class attendance records
6. Follows YMCA policies and procedures; responds to emergency situations. Completes incident and accident reports as necessary.
7. Attends all staff meetings and trainings as scheduled.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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 skills in technology.

#### QUALIFICATIONS:

- 1.National certification (ACE, NETA, AFAA, NASM) in group fitness instruction or YMCA Group Exercise Instructor certification.
- 2.Certification in areas of expertise.
- 3.At least 1 year experience leading group exercise classes.
4. CPR/AED, First Aid, Child Abuse Prevention, and Bloodborne Pathogens certifications (within 30 days of hire).

#### WORK ENVIRONMENT & 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 plan, lead, and participate in classes and activities
- Ability to perform all physical aspects of the position, including leading the class, walking, standing, bending, reaching, and lifting.

#### SIGNATURE:

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_