

Job Description

Position: Group Exercise Coordinator

Overall Responsibility: To assist the Fitness Center Management in the administration and delivery of the group exercise program.

Job Duties and Responsibilities:

- Assist in the training, selection, supervision and evaluation of the student instructors.
- Foster professional standards among student instructors and members. Be a positive role model.
- Monitor all student instructors to insure safe and fun workouts
- Be an active member of the Fitness Center Advisory Committee.
- Attendance at all staff meetings and training, including the week before classes begins.
- Teach the 8 week instructor training course.
- Plan and assist with the delivery with special aerobic events
- Process instructors time sheets in an organized and timely manner

Qualifications:

- Must maintain and overall 2.4 GPA
- One year teaching experience
- Strong interpersonal, leadership, and confrontation skills
- Respectable, responsible and a positive role model
- Personal commitment to wellness and fitness
- CPR certification (will be offered through Fitness Center)

Performance Appraisals:

Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a time line for desired change will be established. At the end of an academic year each returning manager will be required to go through an evaluation.

Wage:

The rate of pay is 8.50 an hour (for admin duties) and 9.50 an hour (for GE class) and free membership to the Fitness Centers