Job Description

Position: Group Exercise Coordinator

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

Specific Functions:
• Assist in the training, selection, supervision and evaluation of the student group exercise instructors.
• Foster professional standards among student instructors and members (Role Modeling).
• Monitor all student instructors to ensure they are providing safe, fun and motivational group exercise classes.
• Create and maintain group exercise schedule.
• Attend all weekly staff meetings.
• Attend additional training a week prior to classes beginning in August
• Teach the 8 week instructor training course in Spring semester
• Plan and assist with the delivery with special aerobic events.
• Promote group exercise program to membership.
• Track and report usage statistics for all group exercise classes.

Qualifications:
• Must maintain a 2.4 G.P.A
• CPR certification (will be provided)
• Successful completion of group exercise instructor course
• 2 semesters of service as a group exercise instructor
• Strong interpersonal and communication skills
• Leadership, decision-making, confrontation and problem solving skills
• Personal commitment to fitness and wellness

Hours: The total work time is at least 10 hours/week. Work hours will be divided into regularly scheduled hours and float time. Float time is defined as short periodic check-ins at the centers to ensure smooth operations. Evening and weekend hours will be required.

Performance Appraisal: Feedback is ongoing. If a situation arises that needs attention, it will be addressed promptly and a time for desired change will be established.

Wage: The rate of pay is (minimum wage + $0.50) per hour for administration duties, (minimum wage + $1.75) per hour for group exercise class instruction and a free membership to the Fitness Centers.