

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.

