

Greensburg YMCA Job Description

Job Title: Fitness InstructorsJob Code:

Reports to: Wellness Director Revision Date: 9/3/2014 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Summary:**

Under the direction of the Fitness Class Coordinator, Instructor ensures the safety and supervision of YMCA Members while exercising at the Greensburg YMCA. Up to date training and certifications are needed to fulfill this position.

**Essential Functions:**

1. Responds politely to all inquiries by members, program participants and/or guests of the YMCA facility. Is capable of researching answers needed and communicate such answers.

2. Greet Members with a welcoming attitude. Ensure Members receive 100% attention to their Fitness Routine, Goals, and Achievements at the YMCA

3. Motivate Members and teach the YMCA Mission

4. Ensures safety of the members using the facility, respond to emergency situations in a effective, timely and professional manner

4. Plan physical and age appropriate activities to involve members into different methods of reaching physical and fitness goals

6. Follow and enforce policies, procedures and guidelines with emphasis on the

YMCA Mission.

7. Inspects machines for cleanliness, damage, and equipment failure and report such inspections to the Director.

8. Ensure equipment use is cleaned, placed back in appropriate spaces for future use

9. Knowledgeable of YMCA emergency procedures.

10. Other duties as deemed necessary, supporting of the programs and goals of the YMCA.

**YMCA Competencies (Team Leader)**

*Mission and Community Oriented:* Models and teaches YMCA values. Champion’s inclusion activities, strategies, and initiatives ensure high-level services that differentiate the YMCA from other providers. Provide volunteers with orientation, training, development, and recognition.

*People Oriented:* Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Build relationships to create small communities. Effectively tailors communications to the appropriate audience. Provide staff with feedback, coaching, guidance and support.

*Results Oriented:* Holds staff accountable for high-quality results using a formal process to measure progress. Conduct prototypes to support the launching of programs and activities. Provide others with frameworks for making decisions. Develops plans and manages best practices through engagement of team. Cultivate relationships to support fundraising.

*Personal Development Oriented:* Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights, facilitates change; models adaptability and an awareness of the impact of change.

**Certified/Non-Certified Instructor Qualifications:**

1. Must be at least 18 years of age or Graduate of High School
2. Able to Lift 50lbs, and be able to spot others during heavy lifting exercise
3. Attend designated staff meetings and scheduled trainings
4. Criminal, Child Abuse and FBI clearances.
5. Must be able to provide availability schedule upon hire.
6. Must be able to provide given classes that you would

**Certified Trainers:**

1. Must provide proof of certification or seek and provide proof of certification within 30 days.
2. Plan and lead certified classes, track attendance, and maintain accurate records of group exercise class schedules.

**Physical Demands:** The employee is occasionally required to reach with hands and arms and use legs to lift/move up to 50 lbs. occasionally. You must be able to perform instruction to the attendants of the class during class instruction.

***This position description is not a contract. The Greensburg YMCA reserves the right to change this position description as necessary. I have read and understand the position description, expected work schedule, and rate of compensation, and I accept this position.***

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_