



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**JOB TITLE:** Group Exercise Instructor

**JOB CATEGORY:** Part-Time Hourly

**DEPARTMENT:** Fitness

**REPORTS TO:** Senior Program Director &  
Program Director

**SALARY RANGE:** TBD

**SUPERVISES:** N/A

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It is the policy of the Pav YMCA that employment decisions shall be based on merit, qualifications, and competence. Except where required by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, sex, sexual orientation, national origin, age, ancestry, physical or mental disability, medical condition, marital status, pregnancy, childbirth or related medical condition or any other characteristic protected by law.

**FUNCTION:**

Group Exercise Instructors are knowledgeable and educated in various exercise techniques, and can supervise participants and lead fitness classes. The Group Exercise Instructor works in a health and wellness setting with both healthy and motivated participants who are able to exercise independently. The instructor promotes health-related physical fitness, helps manage health risk, and encourages lasting health behavior change for all group exercise participants.

**QUALIFICATIONS:**

- Must have at least 1-2 year experience in the fitness, wellness, and exercise fields
- Comfortable teaching, demonstrating, and performing group exercise classes
- Able to modify class format and style dependent on class participants
- At least 18 years of age

**CERTIFICATIONS:**

- CPR, First Aid, AED (must obtain within 90 days of employment)
- New Employee Orientation (must obtain within 90 days of employment)
- Department Specific Insurance Trainings (must obtain within 90 days of employment)
- Group Exercise Instructor Certification from an accredited association (YMCA, AFAA, ACSM, etc.)
- Group Exercise Program Certificate if applicable (Zumba, Yoga, HITT, etc.)



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\*It is the responsibility of the employee to obtain and maintain all certifications required to perform this position, in accordance with PAV YMCA guidelines

**RESPONSIBILITIES:**

- Create and ensure safe and welcoming environment
- Ability to enforce policies, problem solve and handle emergency situations
- Ability to assist and communicate with all populations of people regardless of race, age, and special needs
- Demonstrate the YMCA core values of Caring, Honesty, Respect and Responsibility
- Attend trainings when appropriate
- Support YMCA special events, signature events, and campaigns
- Perform all tasks to the best of your ability and with a positive attitude
- Arrive 5-10 minutes before each exercise class and stay 5-10 minutes after to socialize with participants and answer any questions
- Clean up and put away any exercise equipment and/or mats used for class
- Stay aware of participants' health issues and instructor safe and proper technique, etc.
- Walk around and talk with members and guests and get to know their fitness goals and backgrounds
- Willing to substitute for other instructors (class dependent) during their times of absence
- Continually educating oneself and staying aware of new fitness trends
- Take proper class attendance and report class size and attendances to Health and Wellness Director
- Respond quickly and efficiently to emergencies or any injury that occurs
- Other duties assigned by the Senior Program Director, Program Director, and/or Executive Director

**Read and agreed upon by:**

Staff Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



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Date: \_\_\_\_\_

Date: \_\_\_\_\_