

Mundelein Park & Recreation District

Job Description

Job Title: Fitness Program Instructor
Department: Recreation
Division: Health and Fitness Center
Supervisor: Community Center Operations Manager
Classification: Part-Time: Non-Exempt - Hourly

Summary

The Fitness Program Instructor is responsible for instructing and planning fitness group classes in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance to policies and procedures.

Qualifications – Education, Experience and Training

Currently hold a National Certification from the following organizations:

ACE (American Council on Exercise)

AFAA (Aerobics & Fitness Association of America)

ACSM (American College of Sports Medicine)

NSCA (National Strength & Conditioning Association)

Or equal organization

Customer service experience is preferred. CPR, First Aid and AED Certification required and if not certified, he/she must become certified.

Duties and Responsibilities

A. Essential Functions

- Maintain communication with Community Center Operations Manager & Fitness Coordinator.
- Provides a high level of personalized attention to fitness program participants.
- Be present at least 10 minutes before the starting time of each class.
- Evaluate and teach class participants new techniques and oversee classes for safety concerns.
- If unable to teach an assigned class, secure a substitute instructor who has been approved by the Park District.
- Contribute to a positive work culture by displaying an attitude that is energetic, enthusiastic and motivational.
- Act as a substitute instructor for fitness classes.
- Check supplies and equipment for wear and tear and advise if supplies or equipment need repair or replacement.
- Actively assist in the recruitment of class participants to fill classes and ensure success of the group fitness program.
- Track daily participation in group fitness program, including recording class count.
- Assist in conducting member and class participant surveys.
- Attend required Department and Park District wide meetings.
- Meet with fitness coordinator to discuss policies, program progress and personal development.
- Must instruct, substitute teach or work at a fitness event at least once a quarter to maintain benefits and employment status.
- Ensures that the room is prepared, clean and sanitized for the next class.
- Adheres to respective industry's standard of care when instructing.
- Adheres to all Park District policies and procedures.
- Possess excellent verbal communication, promotional and leadership skills.
- Be willing to set goals and seek continuous improvement.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist with district wide special events and special projects.
- Maintain membership in professional organizations.
- Assist with emergency procedures and building evacuations.
- Ensure compliance with safety, health, and loss control policies and procedures of the District.

Considerations

A. Psychological Considerations

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the District.

D. Cognitive Considerations

- Employee must have the able to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22