



CITY OF DES PERES - JOB DESCRIPTION

Job Title: Group Exercise Instructor – Part Time (1-5 hours per week)
Department: Parks and Recreation – Fitness and Wellness
Reports To: Fitness Specialist
Pay Range: \$25-\$35 per hour DOQ

SUMMARY

A Group Exercise Instructor must have the ability to teach and instruct classes at The Lodge Des Peres (1050 Des Peres Road; 63131). The instructor must possess current knowledge and the necessary specialized skills. Lodge instructors must enjoy training, motivating and communicating with people. The group exercise team holds quarterly meetings and are mandatory to attend. Other mandatory meetings are Lodge Life Trainings held twice a year. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Education and Experience Required

A current, national group exercise certification accredited by the NCCA is required (i.e. AFAA, ACE, ACSM, NASM, ISSA, NETA, NSCA) or specialty certification such as Spin, Yoga, Pilates, Essentrics, Les Mills formats. A college degree in related course of study preferred. One year related work experience is preferred. American Red Cross CPRPR, AED and First Aid certification must be obtained within three months of employment.

Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greets guests and members in a friendly manner using the member's name.
- Should be able to fill in as a substitute instructor periodically. Specialization skill experience required.
- Constantly updates oneself on new information and changes occurring throughout the facility.
- Maintains a clean and safe environment by monitoring the facility constantly and addressing any safety or cleanliness issues immediately.
- Handles people oriented situations with public in a tactful, professional and friendly manner.
- Maintains a clean and professional appearance at all times, by wearing the appropriate uniform.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it outside the scope of regular duties.
- Performs public relations tasks and responds to inquiries from the public.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- Enforcement of facility policies and City rules and regulations.
- Reports problems, suggestions, or equipment issues immediately to the direct supervisor.

Supervisory Duties

None

Knowledge, Skills and Abilities

Knowledge of

- Anatomy and physiology
- Customer Service techniques

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- Be responsible for and commit to an eight week session of class.
- Find a substitute instructor if you are unable to attend your class and communicate it to appropriate staff.
- Track attendance for classes
- Attend meetings regularly and communicate effectively as needed with staff and supervisor.
- Set up and break down exercise class.

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to perform exercises of class, sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.