



CLASSIFICATION NO. 167  
Established: 4/25  
FLSA: Non-exempt  
EEO: 8

## **INSTRUCTOR-GROUP FITNESS (Temporary)**

### **CLASS CHARACTERISTICS**

Under direction, to instruct group fitness/exercise classes; to develop curriculum and instruct participants in effective fitness/exercise techniques; to enforce North Clackamas Parks and Recreation District (NCPRD) and site-specific safety rules and regulations; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to adults, youth, seniors, people with disabilities, and other County residents within the park district boundaries.

Incumbents within the Instructor-Group Fitness classification are temporary employees who are responsible for the safe and effective instruction of participants in fitness/exercise classes, including course design and instruction. Incumbents teach one or more types of group fitness classes depending on their training and certifications. Examples of fitness classes include: aerobics, Yoga, Tai Chi, Pilates, dance fitness, etc. Instruction will occur indoors or outside as per the course design.

Instructor-Group Fitness differs from Instructor-Enrichment which teaches group classes for personal enrichment on topics such as cooking, musical instruments, arts and crafts, languages, dance lessons, etc. Instructor-Group Fitness also differs from Aquatic Exercise Instructor classification which is specialized to aquatic exercise instruction, and from Lifeguard/Instructor and Instructor-Swim classifications which teach age group learn to swim lessons.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Designs curriculum, choreography, and music accompaniment based on current industry standards and includes effective warm-up, workout, and cool-down periods; as appropriate to the fitness/exercise course, emphasizes cardio-training, stretching/flexibility/balance, and/or strengthening/toning.
2. Prepares and presents safe and effective group fitness/exercise courses; instructs multiple levels of modifications for each workout to allow participation by multiple fitness levels or those with past injury; demonstrates use of course relevant exercise equipment.

3. Observes and motivates participants, and suggests improved body and breathing techniques and alternatives for skill improvement; provides coaching to participants regarding appropriate exercises, sequences, and/or routines; effectively manages group dynamics.
4. Prepares fitness/exercise area and equipment; maintains equipment in good working order for use by participants; after course cleans up activity area and stores equipment in an orderly fashion; properly secures activity area at end of work shift.
5. Ensures all participants are registered; responds to questions regarding registration; maintains accurate attendance records; distributes course/program evaluation forms to participants; reviews feedback for customer satisfaction and quality standards, and incorporates enhancements.
6. Ensures a safe and effective learning environment for participants; provides orientation, assistance and encouragement to participants with a positive, customer oriented attitude; provides basic information and promotes District-wide programs; explains and enforces safety rules and regulations; reacts quickly and appropriately to emergency situations; provides first aid as needed; reports incidents/accidents to higher level staff; communicates with appropriate staff regarding facility, equipment and supply needs.
7. Maintains awareness of and shares new instruction methods and techniques; seeks additional training opportunities in local communities as well as national trends.
8. Collaborates with higher level staff regarding the development, planning and scheduling of classes.
9. Attends staff orientations, trainings and meetings as required.
10. Some instructors in this classification may be hired to teach individual one-on-one fitness classes such as personal trainer for fitness assessment, personal trainer for fitness coaching, etc.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough Knowledge of: Fitness/exercise program components; principles of cardiovascular fitness, kinesiology, balance, flexibility, muscular endurance and strength training; format and requirements of compliance for class being instructed; safety practices and precautions in performing exercises.

Working Knowledge of: Exercise modifications appropriate for participants with injuries or limitations; effective curriculum development and instruction techniques; principles of safety, emergency procedures and accident site management; effective communication skills; basic principles of customer service, and group organization, dynamics and interaction; CPR and first aid.

Skill to: Instruct fitness classes and demonstrate desired exercise movements; provide assistance to participants including suggesting exercise modifications to participants with injuries or limitations; design effective and engaging class curriculums; operate fitness area equipment and sound system; identify and prevent hazards and maintain safe environments;

apply basic first aid techniques; establish and maintain effective working relationships with County employees, program participants and the public.

### **WORKING CONDITIONS**

Duties require differing physical demands associated with the course content and environment/location of the class being instructed.

Typical physical demands for group fitness classes require frequent to continuous standing, walking, sitting, stooping, bending, squatting, ability to lift and carry objects, twisting, reaching, balancing, grasping, and fine motor control.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** None required.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Current American Red Cross certification in CPR/ AED/ and First Aid
- Note: Association Instructor/Personal Trainer Certifications applicable to courses are preferred but not required, unless Certification is required to instruct course.

### **PRE-EMPLOYMENT REQUIREMENTS**

- Must be 16 years of age or older at time of hire.
- Must successfully pass a criminal history check which may include national or state fingerprint records check.
- Physical ability to instruct assigned classes.

### **POST-EMPLOYMENT REQUIREMENTS**

Must complete blood-borne pathogen training within six months of hire.