



CITY OF GREENFIELD

Department of Parks & Recreation

7325 West Forest Home Avenue
Greenfield, Wisconsin 53220

414.329.5370/Fax 414.543.2369
Business Hours: (M-F) 9 AM-6 PM

Fitness Instructor II

TERMS OF EMPLOYMENT

JOB STATUS: Seasonal/ Casual Employee
PERIOD: Part-Time, Full Year position
BENEFITS: N/A
RATE OF PAY: 2020 Salary range \$18-\$23 /hourly
NORMAL WORK WEEK: Schedule based upon candidate availability to vary between 1 to 20 hours per week.

POSITION QUALIFICATIONS

- Must be at least 18 years of age.
- Prior experience in leading group exercise classes.
- A Group Exercise Instructor certification, such as ACE, AFAA or NETA for land based classes, AEA for water based classes, is preferred. Comparable education in Fitness also acceptable.
- A specialty certification such as Zumba, Pilates, Yoga, WERQ, is preferred in addition to the group exercise certification when teaching classes in that type.
- American Red Cross or American Heart Association CPR/AED and First Aid certified or willingness to obtain upon employment.
- Applicants will be required to complete a pre-employment background check

PRIMARY FUNCTION

Assists the Recreation Supervisor by teaching land or water based fitness instructional classes. Educates participants on fitness and safety, maintains a safe and social class atmosphere.

MAJOR DUTIES/RESPONSIBILITIES

- Teaches scheduled classes, beginning and ending on time, develops and learns class routines, provides adequate warm-up, exercise, cardio, stretching, and cool down.
- Instructs participants on effective workout methods; explains proper techniques, demonstrates exercises; provides cues and breaks down complex choreography so participants can learn and experience success.
- Selects music appropriate for the class type that inspires fitness but remains free from political, religious, or vulgar language / lyrics. Keeps music volume at acceptable level for participants to also hear verbal cues/ instructions.
- Reports for all classes prepared to instruct and is proactive in finding replacements when necessary.
- Makes an effort to get to know their participants by name and builds a sense of community.
- Organizes, cleans, sanitizes and properly stores equipment before and following class use as necessary.
- Is prepared to respond to emergency situation and provide appropriate care to the level of their training.
- Instructor may be responsible for opening and/ or closing the program area or facility.
- Prevent injury and minimize or eliminate hazards. Observe, enforce, and explain all facility rules and regulations.
- Complete required paperwork and submit on a timely manner (daily attendance, accident/incident reports, etc.).
- Review current Activity Guide to be familiar with current policies and procedures regarding registrations, the 24-hour hotline, cancellations, etc. Adhere to all departmental policies and procedures.
- Participate in program related training/retraining opportunities available through the various training groups to maintain your certification.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO STATEMENT

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.

EVALUATION

Performance of this position will be evaluated by the Recreation Supervisor of Aquatics/Playgrounds/Fitness/Dance and Safety programs. This job description is intended to highlight the principle functions and is not intended to be comprehensive. Other duties may be assigned.

RAV
5/2020