

SPORTSPLEX GROUP FITNESS INSTRUCTOR (PART-TIME)

Pulaski County

Department: Parks & Recreation

Supervision Exercised: Provides direct oversight of participants during scheduled group fitness classes to ensure safety, proper exercise technique, and adherence to facility policies

Supervision Received: This position works under the supervision of the Health & Wellness Supervisor and receives administrative oversight from the Assistant Director and Director of Parks & Recreation. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/Part-time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license, Adult and Pediatric CPR and First Aid Certifications and current nationally recognized Group Fitness or Personal Training certification (e.g., ACE, AFAA, ACSM, NASM, or equivalent). Certification must remain current and in good standing throughout employment.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required

Work Hours: This position offers a flexible work schedule, including weekdays and weekends, based upon program needs, the group fitness schedule, and instructor availability.

Benefits Eligible: No

Leave Time Eligible: No

ESSENTIAL FUNCTIONS:

Plans and leads safe, effective, and engaging group fitness classes for participants of varying ages, abilities, and fitness levels. Provides instruction, demonstration, motivation, and appropriate exercise modifications to ensure participant safety, inclusion, and positive member experiences while maintaining effective class control. Monitors participant activity throughout each class, responds appropriately to safety concerns or emergencies, and ensures all programs are conducted in accordance with departmental policies, procedures, and safety standards. Prepares class spaces and equipment necessary for program delivery and fosters a welcoming environment that promotes health, wellness, and continued participation. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

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JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Plan, develop, and lead a variety of group fitness classes, incorporating safe and effective cardiovascular, strength training, flexibility, and conditioning formats
- Provide clear instruction, demonstration, and cueing of proper exercise techniques, equipment usage, and safe movement patterns for participants of all ages and fitness levels
- Modify exercises and class formats as needed to accommodate varying abilities, ensuring an inclusive and accessible fitness environment
- Monitor participant performance and engagement throughout class sessions, maintaining safe exercise practices and appropriate class control at all times
- Create a positive, motivating, and welcoming environment that encourages participant retention, enjoyment, and overall wellness
- Prepare for each class by organizing music, equipment, and space setup, and ensure proper breakdown and storage following each session
- Review participant waivers and screening documentation as required and refer any medical concerns or participation questions to supervisory staff in accordance with department procedures
- Maintain accurate records related to class participation, incidents, and program needs as required by department procedures
- Assist with the promotion and marketing of group fitness programs through member engagement, community outreach, and other approved departmental marketing efforts
- Ensure adherence to all safety guidelines and respond appropriately to participant concerns or incidents, including completion of required reports when necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE

- Knowledge of exercise physiology, anatomy, and principles of safe and effective group fitness instruction
- Knowledge of fitness equipment operation, facility procedures, and proper equipment use
- Knowledge of exercise modifications, injury prevention, risk management, and safe exercise progression for participants with varying fitness levels and abilities

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- Knowledge of general emergency procedures and department policies, including safety and participant confidentiality requirements

SKILLS

- Skill in planning, organizing, and leading structured group fitness classes
- Skill in engaging, instructing, motivating, and providing corrective feedback to participants of all ages and fitness levels
- Skill in modifying exercises and class formats to accommodate varying participant abilities
- Skill in maintaining accurate participation records and completing required reports and documentation
- Strong interpersonal, communication, and customer service skills
- Experience leading group fitness classes or fitness instruction

ABILITIES

- Ability to maintain effective class control while providing a safe, positive, and inclusive fitness environment
- Ability to assess participant needs and make appropriate exercise modifications to ensure safe participation
- Ability to establish and maintain effective working relationships with participants, coworkers, supervisors, and the public
- Ability to respond calmly and appropriately to emergencies and unexpected situations
- Ability to work independently, exercise sound judgment, follow directions, and reliably meet work schedules and assigned responsibilities

ADA REQUIREMENTS:

The employee must be able to communicate effectively with participants and staff; observe participant performance and facility conditions; provide verbal instruction and demonstrate exercise techniques; and respond appropriately to emergencies. The position requires frequent standing, walking, bending, stooping, kneeling, reaching, balancing, and demonstrating fitness activities for extended periods, as well as regularly lifting, carrying, pushing, and pulling fitness equipment weighing up to 25 pounds and occasionally up to 50 pounds with or without assistance. Work is performed primarily in indoor recreation and fitness facilities, with occasional outdoor programming, and includes exposure to moderate noise, varying temperatures, and frequent interaction with participants of all ages and abilities. Work schedules may include mornings, evenings, weekends, holidays, and special events. Because the essential functions of this position require on-site instruction, participant supervision, equipment setup, and maintaining a safe fitness environment, the position is not eligible for routine remote work

EDUCATION AND EXPERIENCE:

- High School diploma required

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- Bachelor's Degree preferred
- Experience representing a variety of group fitness disciplines including but not limited to yoga, Zumba, Les Mills programming, indoor cycling (Spinning), aquatic fitness, HIIT, strength training, dance fitness, and other specialty group exercise formats preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Must obtain and maintain current certification in **CPR/AED and First Aid**
- Must possess and maintain a nationally recognized **Group Fitness Instructor certification** (such as ACE, AFAA, ACSM, NASM, or an equivalent certification approved by the department) or obtain certification within a specified period of employment if allowed by the department
- Participate in ongoing professional development and continuing education to maintain required certifications and remain current with industry best practices, fitness trends, and safe exercise instruction
- Attend required staff meetings, in-service trainings, and workshops as assigned
- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

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- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date