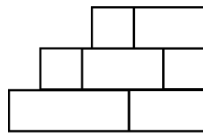


Employee Name:



SHARE
Foundation
Building a Healthier Community

The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas

Job Description
Group Fitness Instructor
Level 2

Reports To: Group Fitness Coordinator	Location: 6
Type of Position: Piece Rate	Grade: 25A
Benefits Eligible: No	ID: 79
Non- Routine Driver	Tier: 1
EEOC Classification: Service Worker/Non-Supervisory	

Position Summary

Provide state of art group fitness classes which positively impact the health and fitness of all participants. Responsible for providing fun, motivating and safe instruction to participants regardless of their fitness level or skill

Qualifications

Minimum two year experience in health center environment or educational equivalent preferred. Must possess excellent communication, motivational, rhythm and timing skills. Must possess competent knowledge of exercise principals, health risks and fitness class design programs.

Certifications

Certification required in health and fitness field from nationally recognized certifying agency (ACE, AFAA, ACSM, Les Mills, Zumba etc.) Current certification in CPR and First Aid required must be obtained within 90 days of hire. The cost for CPR certification will be reimbursed by HFC.

Physical Requirements

Light to Medium work

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as typewriters and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity. Must possess physical requirements for any national certification required for class that is taught and maintain these requirements at all times.

The minimum requirements of this position require this individual to:

- Ability to perform repetitive tasks and/or motions
- Ability to hear alarms/ telephone/normal speaking voice
- Must exhibit good manual dexterity
- Must exhibit good eye-hand-foot coordination
- Clarity of vision with/without corrective lenses

Ability to negotiate stairs

Other Requirements

- Furnish own transportation
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The current President / CEO of SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Evaluation Instructions

Evaluation Key: Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the

recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

Requirement	Key	Evaluation Comments
Greet members and staff with exemplary service, a smile and empathy. Realize and support HFC philosophy that members are individuals and their needs come first.		
Provide a quality class by beginning and ending on time, preparing lesson in advance, offer classes in accordance with HFC policies and approved designs.		
Provide appropriate class formats. Use choreography and music approved by Group Fitness Coordinator.		
Supervise participants for safety during all phases of classes and correct participants professionally where necessary.		
Use good listening skills when member or staff issues arise and utilize professional problem solving skills. Defer to Group Fitness Coordinator if issues need further arbitration		
Maintain accurate member and instructor attendance records		
Report all incidences and injuries using proper forms to the Group Fitness Coordinator and follow up as required.		
Maintain neat, clean and ordered exercise environment. Return exercise equipment to proper storage.		
Promote class schedule to participants and encourage participants to cross train.		
Promote HFC programs that meet participants' needs.		
Teach additional classes when necessary. Ensure all policies and procedures of HFC are being followed by participants.		
Use professional conduct at all times with members and staff.		
Maintain proper certifications		
Ensure proper coverage of fitness area by completing appropriate substitution forms in case of illness, injury or vacations.		
Assist Group Fitness Coordinator attains information regarding market and member needs and wants.		
Attend departmental meetings and training seminars.		
Perform other duties as assigned or requested		

Adhere to Policies and Procedures

Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to punctuality, attendance and absenteeism policies		
Adhere to dress code standards		
Complete required annual training timely		

This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the

possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.

Evaluation Summary

Met last year's goals:

Evaluation Goals for Up Coming Year:

1.

2.

3.

4.

Recommendations:

Employee Comments:

Employee Signature:

Date:

Supervisor Signature:

Date:

ED Review:

HR Review: