

**Cleveland County Family YMCA  
Job Description**

**Position Title:** Group Exercise Instructor  
**Reports To:** Membership Connection Director

**Exempt:** Non-Exempt  
**Branch:** Ruby C. Hunt YMCA

**YMCA MISSION:** Helping all people reach their God given potential in spirit, mind and body.

**GENERAL FUNCTION:** Under the supervision of the Membership Connection Director and consistent with the Christian mission of the YMCA, the Group Exercise Instructor is responsible for the instruction of quality and creative exercise classes to assist members with their goals of becoming healthier. Instructors must also connect class participants and potential participants to a deeper and more meaningful relationship with staff and other members in the community and help them reach their God given potential in spirit, mind and body. Instructors must continually provide high quality services for members, participants and guests of the YMCA.

**KNOW HOW:**

- Ability to develop and maintain high levels of customer service with members and guests.
- The ability to represent the YMCA in a mature and professional manner, holding true to a commitment to the YMCA's values, philosophies and ideals.
- Trainings and Certifications: Infant/Child CPR, Adult CPR, AED, First Aid, New Staff Orientation, Child Abuse Prevention, ongoing YMCA 101 trainings, YMCA's- Healthy Lifestyle Principles and Fundamentals of Group Exercise Trainings and certifications must be obtained within the first 60 days of employment or next available certification training. Failure to comply with attending trainings and obtaining and maintaining current certifications will result in Pay Reduction or possible termination.
- Knowledgeable in basic anatomy, physiology, and nutrition.

**PRINCIPLE RESPONSIBILITIES:**

- Address questions and concerns of YMCA members with exceptional service and ensures adequate follow through in a timely manner.
- Contribute to the fulfillment of the YMCA mission.
- Responsible for leading fitness classes and promoting fitness among members.
- Assists in maintaining equipment and inform coordinator of any breakage or items needing replacement.
- Maintains YMCA's music inventory appropriately.
- Records attendance on the class record sheet for every class.
- Offers before every class a devotional thought and health thought for the day.
- Introduces themselves before each class and welcomes all new participants.
- Clean and maintain exercise room and all equipment after every class
- Enforces facility policies and procedures.
- Securing any sub needed for instruction of scheduled class that cannot be taught.
- Attends staff meetings and any other training as assigned.
- Responding appropriately to any/all safety concerns, reporting all incidents to direct supervisor and providing any necessary follow-up.
- To be an active participant in the YMCA's We Build People Campaign.
- Any other duties assigned.

**PHYSICAL REQUIREMENTS:**

Smiling, sitting, climbing, crouching, standing, kneeling, swimming, carrying (45 lbs), pushing, lifting (45 lbs) and walking- all of these functions must be performed with or without reasonable accommodation.

**END RESULTS:**

- The mission of the YMCA is being fulfilled within all member service and group exercise programs.
- Increased professionalism of YMCA services.
- Quality group exercise classes offered for members and guest.
- Accurate record keeping for all group exercise classes.
- Well maintained group exercise equipment and supplies.
- Satisfactory attainment of the YMCA's goals and objectives.
- Growth in membership, high member satisfaction, increased member retention and loyal YMCA members.

We understand and mutually accept that the above description represents our agreement as to the job to be performed.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date