



SPECIALTY INSTRUCTOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor, Recreation Leader

Approved: September 1, 2010
Revised: February 4, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Senior Recreation Supervisor, Recreation Leader conducts classes within assigned Recreation divisions for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Responsible for the guidance and safety of all students throughout the programs.
- Responsible to teach all classes in a session or have a substitute scheduled.
- Complies with recreation center policies as they relate to instruction duties.
- Describes accurately and demonstrate new skills as they are taught.
- Records attendance and skills/lessons taught for each class.
- Returns all equipment to its proper place at the end of lessons.
- Provides detailed lesson plans for substitute instructors.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 16 years of age.



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PREFERRED EDUCATION AND EXPERIENCE

- One (1) year or more of work experience in a related instructing field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess CPR, AED and First Aid certification, within 90 days of hire.
- Must have thorough knowledge of pertinent operational manuals and procedures.
- Strong customer service and inter-personal skills.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains a CPR, First Aid and AED certifications.
- Demonstrates ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.



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PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Any other physical requirements as job changes.



GROUP FITNESS SPECIALTY INSTRUCTOR

SPECIALTY INSTRUCTOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Senior Recreation Supervisor

Approved: September 1, 2010
Revised: August 9, 2016
Reviewed: August 9, 2016

JOB SUMMARY

Under general direction of Senior Recreation Supervisor, instructs fitness programming in accordance with all rules and policies for Washington Township.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Instructs fitness class routines/formats.
- Describes accurately and demonstrates new skills as they are taught.
- Returns all equipment to its proper place and must be kept out of the way of patrons.
- Maintains accurate records of accidents and incidents for each class.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- Minimum of 18 years of age.
- One (1) or more years of work experience in instructing group fitness formats in a related field.
- Possess a fitness certification in a related field (e.g., Zumba, ACE, AFAA, Nike).



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REQUIRED EDUCATION AND EXPERIENCE *(continued)*

- Possess current CPR, AED and First Aid certifications (within 90 days of hire).

PREFERRED EDUCATION AND EXPERIENCE

- Two (2) years or more of work experience in instructing group fitness formats in a related field.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess current CPR, AED and First Aid certifications.
- Possess a Fitness certification in a related field (e.g., Zumba, ACE, AFAA, Nike)
- Must be knowledgeable about all aspects of aerobic activity.
- Strong customer service and inter-personal skills.
- Proven ability to exercise considerable independent judgment and discretion in carrying out daily operations in support of the department.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains current CPR, AED and First Aid certifications.
- Maintains a Fitness certification in a related field (e.g., Zumba, ACE, AFAA, Nike)



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DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES *(continued)*

- Demonstrate ability to exercise considerable independent judgment and discretion in carrying out daily operations of the Township.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Remains physically and mentally alert during prolonged periods of intense, sustained physical activity in difficult environments.
- Any other physical requirements as job changes.