



# SPECIALTY INSTRUCTOR

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**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.

## **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.



# PERSONAL TRAINER

## SPECIALTY INSTRUCTOR

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**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, monitors and supervises clientele on an individual basis to ensure safety and proper usage of all equipment and the personal safety of the client.

### **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.

- Tailor personalized fitness program to meet client fitness goals.
- Complete a personal health history form on all clients. Those with medical conditions should have permission from attending physician.
- Instruct all clients on the proper procedures for performing each exercise on strength and cardio equipment.
- Remain with client as all times.
- Be attentive to client's physical needs and limitations.
- Responsible for the care and maintenance of the equipment/property utilized by the program participants, including but not limited to, sweeping, vacuuming, equipment storage organization and daily preparation of class room space.
- 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) year or more of personal training experience.
- Possess a Personal Training certification from accredited certifying body (e.g., ACE, ACSM, AFAA).
- Possess current CPR, AED and First Aid certifications (within 90 days of hire).
- Any combination of training or experience which provides the necessary knowledge, skills, and abilities may be accepted.

## **PREFERRED EDUCATION AND EXPERIENCE**

- Associate's or Bachelor's degree in related Health/Wellness field.
- Two (2) years or more of personal training experience.

## **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 Personal Training certification from accredited certifying body (e.g., ACE, ACSM, AFAA).
- Must possess a thorough understanding of strength and cardio principles/equipment and be able to education clientele on proper usage of the equipment.
- 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 current CPR, AED and First Aid certifications.
- Maintains a Personal Training certification from accredited certifying body (e.g., ACE, ACSM, AFAA).
- 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 100 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.