



PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

JOB TITLE: Group Instructor
LEVEL: 9
SUPERVISOR: Wellness Director
DATE:

JOB CODE: 1050P
FLSA STATUS: Non-exempt
LOCATION:

POSITION PURPOSE

The Group Instructor is expected to develop and conduct fitness classes; prepare class routines in accordance with YMCA program standards; conduct and deliver member feedback to ensure that programs are responsive to their needs; maintain accurate records and information regarding class participation program progress; ensure a positive, healthy and valuable experience for all members.

ESSENTIAL FUNCTIONS

- Conduct classes with energy and enthusiasm, reflecting the benefits of a healthy lifestyle to members.
- Set an example of healthy living and personal fitness.
- Prepare routines and/or choreography within YMCA standards. Provide support and encouragement to members and reinforce healthy lifestyles.
- Arrive prior to the class time to set up equipment/music and to encourage members. Maintain professional appearance.
- Ensure the safety and well being of members and staff. Notify supervisor of any safety hazards or concerns within the facility.
- Provide excellent service to all members and notify supervisor of member needs, supplies or other items needed to ensure program quality and member satisfaction.
- Ensure that safe movement and technique is utilized by every member in all classes.
- Perform other related duties as assigned.
- Maintain knowledge of emergency and safety procedures and maintain records on any incidents.
- Participate as a member of the staff team in providing excellent member service.
- Participate in staff meetings and trainings as required.
- Contribute to the instructor team by covering additional classes when requested by co-worker.

OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
 - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
 - A continued commitment to member satisfaction by ensuring excellent Member Experience
 - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
 - Ensuring the overall cleanliness of the facility
 - A commitment to Diversity and Inclusion
 - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

ENVIRONMENTAL CONDITIONS

High exposure to noise, occasional exposure to weather

PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 75-100 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more; ability to balance, climb, and do other feats that convey peak physical fitness

REQUIREMENTS

- 18 years of age and high school diploma or equivalent. YMCA Foundations of Group Exercise certification with experience or National certification (1).
- Addresses members by name, has a positive rapport with members.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
 - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
 - First Aid (valid 2 years unless otherwise noted)
 - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)
 - YMCA Healthy Lifestyle Principles

OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

CARING	Showing a sincere concern for others.
HONESTY	Be truthful in what you say and do.
RESPECT	Follow the Golden Rule.
RESPONSIBILITY	Be accountable for your promises and actions.

OUR MISSION

To translate the principles of the YMCA’s Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

Employee Name: _____

Signature: _____ **Date:** _____

Supervisor: _____