



Job Description – Group Fitness Instructor

Supervisor: Assistant Director of Fitness & Wellness & Coordinator of Fitness & Wellness

JOB SUMMARY:

Texas State Campus Recreation is seeking enthusiastic individuals to lead safe and effective group exercise classes to a diverse population. The Group Fitness Instructor is responsible for providing a positive workout experience by designing workouts for participants of all levels and abilities, providing progressions and regressions when necessary, and educating patrons on appropriate fitness principles and techniques. Safety is the #1 priority. The Group Exercise Instructor reports to the Assistant Director of Fitness & Wellness and Coordinator for Fitness & Wellness.

QUALIFICATIONS

- **A national Group Fitness Instructor certification (AFAA, ACE, ACSM) is REQUIRED for this position.**
- CPR/AED and First Aid certification required within **30 days of hire.**
- Must obtain a Group Fitness certification through a nationally recognized organization (see above) prior to employment.
- Must be available to teach a minimum of 1-2 classes per week
- Must complete Blood Borne Pathogen Training & Student Worker Safety Training
- Must understand basic fitness principles, anatomy, and injury prevention
- Must have knowledge of teaching strategies including class design, cueing, music, tempo, rhythm

SPECIFIC DUTIES & RESPONSIBILITIES:

- Arrive to class in advance (10 - 15 minutes prior) of scheduled time to pick up studio key and cleaning towels if needed, conduct radio check, set up equipment needed for class, greet participants, confirm they scan in, answer questions. This includes restocking batteries when needed
- Attend continuing education opportunities and mandatory in-services each semester
- Be knowledgeable of all emergency procedures and current with emergency response protocol
- Ensure that a safe and healthy environment exists for exercising
- Maintain knowledge of general fitness, wellness, anatomy, kinesiology, and physiology as it relates to human movement and muscular conditioning
- Maintain the group exercise equipment and multipurpose rooms
- Perform other duties approved by the supervisor(s).
- Provide accurate information about programs and services we offer
- Provide exceptional customer service by ensuring participants' needs are met and by handling any complaints/concerns quickly and effectively
- Report any equipment/facility issues to the Assistant Director and/or Coordinator as soon as possible
- Check that both sets of doors are locked after every class (including closet doors), take dirty towels to appropriate location behind front desk and return key(s)
- Make sure to sign out of fusion and the computer/surface pro after each class (or completely shut down)
- Ensure equipment is cleaned after each use, re-charge batteries for mic
- Lead and instruct within your scope of practice

EXPECTATIONS

- Be ON TIME and actively participate in all meetings, in-services, and fitness classes

- Communicate and respond to emails by the requested deadline
- Enforce and comply with all facility/program policies, rules, and regulations
- Ensure all participants are scanning into exercise classes with TXST ID or membership
- INTRO every class: Introduce yourself, class format, provide welcoming words of encouragement, organize the group and equipment
- Maintain a high level of professionalism including proper attire, personal hygiene, respect for one another, and a positive attitude. Respect co-workers, supervisors, patrons, and yourself
- Maintain the qualifications, certifications, trainings, and continuing education credits required for position
- Record all hours worked in shifts (teams) & SAP. Especially for hours worked other than group exercise classes (ex: tabling, moving equipment, recording videos)
- Hold & maintain a Group Fitness Instructor Certification through a nationally recognized organization (AFAA, ACE, ACSM, etc.)
- Utilize Microsoft teams for resources (ex: Staff contact list, sign-ups for events/meetings, in-service agendas etc.)
- Teach at least 80% of your assigned Group Fitness classes in a given semester
- No promotion of outside employment that is a conflict of interest with your current position is allowed
- Dishonorable content or poor representation of Campus Recreation or the Fitness & Wellness program via social media or other platforms will not be tolerated

Pay Scale:

- \$12.00 / hour starting pay
 - Regular pay wage increase opportunities based on:
 - Performance
 - Length of Employment
 - Continuing Education

Other:

In accordance with the Division of Student Success/Campus Recreation Office Strategic Plan, other duties as assigned.