



JOB DESCRIPTION

Job Title: Group Fitness Instructor	Club/Department: _____ - Group Exercise
Status: Full or Part Time / Non-Exempt	Reports To: Group Fitness Director
Employee Name:	

CAC Mission Statement to our members:
 “Our mission is to provide the finest club experience,
 where our priority is your health and well being.”

PRIMARY JOB FUNCTION

As a Group Fitness Instructor you will provide a class where members feel welcomed, challenged and inspired. Class will consist of warm-up, conditioning phase, and cool-down phase. The Group Fitness Instructor must exhibit the highest level of professionalism and maintain a positive attitude, always upholding the Club’s core values: Integrity, Caring, Creativity, Passion and Excellence.

ESSENTIAL DUTIES and RESPONSIBILITIES

Personal Responsibilities

- Arrive to work on time and work scheduled hours
- Record hours worked, through club payroll system
- Wear proper uniform

Group Fitness Duties and Responsibilities

- Instruction of specific class according to class description & guidelines
- Ensure that members are shown the proper execution of exercise
- Begin and end class on time
- Motivate members using fitness knowledge, skills and creativity
- Accurately record class participation numbers
- Ensure that any used equipment is picked up, put away and stereo equipment turned off
- Identify the behaviors that are critical to the success of this department, and then lead by example
- Be an advocate for the club at ALL times
- Display at all times a professional and enthusiastic attitude
- Promote the group fitness program to members
- Maintain up to date education and certifications
- Uphold group fitness rules at all times
- Work with the Group Fitness Director to ensure that a balanced group fitness schedule is offered to members
- Monitor safety in the group fitness studio

- Leave studio as a clean and safe environment (pick up towels, close windows, sweep floor, etc.)
- Attend Group Fitness meetings when scheduled
- Provide your own music for class

Club-Specific Duties and Responsibilities

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Required Certifications & Attendance

- Maintain current American Red Cross certification in adult/child/infant CPR/AED, including annual refresher course
- Certified by ACE, ACSM, AFAA, or similar certifications when necessary
- Certification as personal trainer or in physical therapy when necessary
- Attend All-Call meetings, Department Head meetings, and one-on-one meetings

Recommended Knowledge, Skills and Abilities

- One or more years teaching experience, unless an exception is made by the Fitness Director
- Highly motivated and congenial
- Excellent communication and interpersonal skills
- Organizational skills
- Strong attention to detail
- Ability to multi-task
- An understanding of health club operations
- Team player, willing to help other departments as needed
- Able to work days, evenings, and weekends as necessary

HOURS, BENEFITS & POLICIES

Hours

The Group Fitness Instructor position is a full or part-time, non-exempt position.

As a non-exempt employee, the Group Fitness Instructor shall not exceed 40 hours per week without prior written permission from the General Manager.

Benefits

Insurance, 401(k), Membership, Discounts, and Leave benefits apply, as defined in the CAC Employee Benefits Schedule.

Policies

The Group Fitness Instructor position is governed by the policies and values contained in the California Athletic Clubs Employee Handbook.

AGREEMENT

I have read the job description for the position of **Group Fitness Instructor** and I agree that I can fulfill the duties outlined herein and understand that I will be rated on the responsibilities and expectations of this job description. I further agree that I will adhere to the behaviors in the CAC Values Blueprint. I further agree that CAC is an "At Will" employer. My employment and compensation are terminable at will, are for no definite period, and my employment and compensation may be terminated by CAC (employer) at any time and for any reason whatsoever, with or without good cause at the option of either CAC or myself. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between me and CAC.

Employee Signature

Date

Manager Signature

Date