



**Tahoe Donner Association
Job Description**

Job Title: Trout Creek Recreation Center Fitness Instructor
Job Code: 030
Department: Trout Creek Recreation Center
Reports To: Trout Creek Manager
Class Code: 9066
FLSA Status: Non-exempt
File Name: Fitness Instructor.doc
Prepared Date: 11/12/20, 3/27/21

SUMMARY

Under direct supervision of the Trout Creek Management, a Fitness Instructor provides group fitness instruction, monitors, educates patrons on fitness and safety, and maintains a safe and enjoyable atmosphere for class participants.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Teaches scheduled classes, beginning and ending on time; provides adequate warm-up, exercises, stretching, and cool down.

Reports any changes in class schedule to management at least 2 weeks in advance.

Assists management and front desk staff to account for all participants and make sure that rosters and payment are received for all students. Keeps appropriate records as to classes taught and number of participants.

Instructs patrons on effective workout methods; explains proper techniques, demonstrates exercises; identifies different muscle groups, and teaches appropriate methods to strengthen specific muscles.

Prepares appropriate equipment, music, and handouts for each class.

Maintains a consistent participation class size; will have a monthly performance review if Instructor does not obtain an adequate number of students.

Assists patrons, answers questions, and maintains a positive exercise experience for members and class participants. Must be professional, have a positive attitude, and take pride as Tahoe Donner Association employee.

Assists with the upkeep of equipment and facility by reporting maintenance issues to management.

Ensuring that the floor, equipment, shelving, cubbies, and closet are kept clean before and after each class. Must disinfect items after every class.

Keeps management informed of customer and facility needs especially regarding safety.

Ensures that safety standards are met, and that department and facility policies are adhered to.

Performs related duties as required.

Follow Covid-19 policies and procedures and that your students also follow guidelines.

QUALIFICATIONS

Must be at least 18 years of age.

EDUCATION and/or EXPERIENCE

A high school education; up to four months related experience or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Instructor (ACE, AFAA) or equivalent. Additional specialty/certifications preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of human anatomy, kinesiology and training principles.

Knowledge of group fitness teaching strategies and the incorporation of music, tempo, cueing technique, and rhythm.

Choreography and music skills.

Ability to be professional and motivate class participants.

Ability to cooperate and work well with other staff members.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and/or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Occasionally must aide or assist participants.

The employee must have a high degree of energy, be physically fit, and have the endurance to complete the workout.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works with various types of fitness equipment.

The noise level in the work environment is usually quiet while in the office, and loud when in the facility and while performing duties.

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE