



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/15
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Group Exercise Instructor

JOB SUMMARY

Leads and educates participants in the components of fitness through group exercise. Work is performed under general supervision. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Fitness Facility Supervisor

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Instructs a variety of group-based classes in a safe and effective manner using appropriate terminology, proper form and technique.
- Answers questions related to physical fitness.
- Prepares, evaluates and modifies classes by using a wide variety of exercises, music, motivational techniques and group-based goals in a way that best matches the type of class being offered and the participants involved.
- Motivates participants to exercise.
- Keeps current with changes in the industry and with changes in the fitness center's clientele.
- Provides additional educational services as needed, including teaching 5 Spot Classes and/or helping with other TWU health-related events.

ADDITIONAL DUTIES

- Subs for other instructors when possible.
- Performs additional job-related duties and responsibilities as requested.

- Monitors and reports class attendance.
- Monitors and reports any equipment in need of repair and/or any environmental concerns.
- Performs other duties as requested.

EDUCATION

High school diploma or GED equivalent is required. Bachelors in related area and/or current nationally recognized certification in related area is highly preferred. Nationally recognized adult CPR, AED, and First Aid certification required.

EXPERIENCE

One year's experience in related instruction is highly preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to perform related instruction for a period of at least one hour.
- Working knowledge of safe acceptable exercise.
- Ability to establish and maintain effective working relationships.
- Ability to lift and carry approximately 25 pounds.
- Ability to kneel, run, squat, stand, twist the body, stoop, walk, and demonstrate aerobic dance while performing essential functions.
- Ability to hear instructional music and to effectively communicate with students.
- Knowledge and ability to use a stereo and bench.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. Ability to kneel, run, squat, stand, twist the body, stoop, walk, and demonstrate aerobic dance while performing essential functions.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.