



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Fitness Instructor**

FLSA Status: Part-Time

Leadership level: Leader

Salary Range: \$18-\$22 Per Hour

Reports to: Wellness & Group Exercise Director

Revision Date: 02/06/2025

POSITION SUMMARY:

Under the direct supervision of the Wellness & Group Exercise Director, the Fitness Instructor's primary responsibility is teaching safe and appropriate group fitness classes for facility members. This position is also responsible for superior customer service and member retention.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Demonstrate Character Development values of caring, honesty, respect and responsibility in all decision making, member and staff interactions, meetings, etc.
2. Ensure overall quality customer service. Must offer safe and appropriate exercise classes in adherence to class descriptions that ensure participant satisfaction.
3. Assist with participant retention by participating in special events, challenges and other activities focused on member motivation and retention.
4. Project a professional image at all times including neat appearance and positive manner.
5. Work all scheduled shifts/classes or find a replacement, arrive ten minutes prior to scheduled class time, start and stop class on time, and complete attendance sheet daily.
6. Seek professional and personal growth through training events, certifications and job related courses.
7. Attend mandatory staff meetings throughout the year.
8. Leave Group Fitness Studio neat and free of clutter at the end of class.
9. Introduce self to class and check for new participants and/or anyone with special needs.
10. Report all complaints to the Wellness & Group Exercise Director.
11. Perform all other duties deemed necessary by the Wellness & Group Exercise Director.

QUALIFICATIONS:

This position prefers at least one year experience in the area of Health & Fitness. Instructor must have excellent verbal and written communication skills. He/she must be proficient in class design and implementation. Good motivation skills and superior customer service are essential to the position. In addition, the following qualifications must be met:

- Must be certified through an accredited organization such as YMCA, ACSM, AFAA, NSCA, ACE
- Must be certified in CPR/AED and First Aid
- Must be certified in YMCA accredited courses within 2 years of employment



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WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Inspect entire area before class removing any obstructions, wet spots, trip hazards, etc.
- Music must be professionally mixed for Step and Hi/Low portion of a class. Music speed must be appropriate for the class type (120-130 for Step and 135-155 for Hi/Low).
- Participants must be monitored for signs of distress at all times. Participants should be reminded to work at their own level.
- Heart rate check required midway through the cardio portion of class and prior to floor work.
- YMCA Emergency Procedures must be followed when needed. See booklet.
- All accidents or injuries must be immediately recorded on the YMCA Accident/Incident Report and submitted to the Wellness & Group Exercise Director.
- Use of microphone is strongly advised.
- Proper footwear must be worn by instructor and participants.
- Attire must be professional and neat with proper support, no extreme low cut tights/shorts, no thongs. Men must wear a t-shirt or tank top.

COMMITMENT TO CHILD SAFETY:

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate “Youth Protection Policy for Personnel and Volunteers” statement and abide by it.

Employees and volunteers who do not directly supervise consumers will:

- Adhere to policies related to boundaries with consumers.
- Attend required abuse risk management training.
- Report suspicious and inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Adhere to job specific abuse risk management responsibilities.
- Maintenance employees and volunteers—ensure unused rooms and closed rooms remain locked; routinely monitor high-risk locations (locker rooms and bathrooms), etc.
- Front Desk personnel—ensure consumers are properly signed in and signed out; ensure only authorized adults are allowed in the facility, etc.

BENEFITS:

Select program discounts (upon eligibility) and free Harrisburg Area YMCA Adult Membership.

SIGNATURE:

This job description may not be all-inclusive. Employees are expected to perform all other duties as assigned. This job description may be modified when appropriate by Human Resources.

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Fitness Instructor in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee Name

Employee Signature

Date: _____