



## Career Service Authority

### Fitness Instructor - Non-Certified

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#### **GENERAL STATEMENT OF CLASS DUTIES**

Provides instruction (non-certified) in fitness classes such as aerobics (high and low impact, step, muscle sculpting, and boot camp), circuit training, stretching and toning, spinning, weight training, body toning, stretch and flex, yoga, pilates, kick boxing, resist-a-ball, weight training or martial arts (tai chi, karate, etc.). Demonstrates techniques and methods of participation. Observes participants and informs them of corrective measures.

#### **DISTINGUISHING CHARACTERISTICS**

Fitness Instructor - Non-Certified is distinguished from Activities Leader in the emphasis of exercise with experience in a specialized area of fitness. Activities Leader provides specialized instruction to participants in specialized recreation activities such as sewing, languages, computers, ceramics, or home crafts.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

***Level of Supervision Exercised:***

None

**ESSENTIAL DUTIES**

Instructs a variety of fitness classes that include aerobics (high and low impact, step, muscle sculpting, and boot camp), circuit training, stretching and toning, spinning, weight training, body toning, stretch and flex, yoga, pilates, kick boxing, resist-a-ball, martial arts, or weight training.

Plans and organizes activities various recreational fitness activities.

Keeps current on trends and attends training in the area of aerobics and fitness.

Maintains attendance records for classes; distributes and collects class evaluations as requested.

Resolves problems and conflicts between participants and answers questions.

Maintains a clean and safe orderly work area.

By position, may complete lesson plans, incident report forms, time sheets, registration cards, collect fees, where applicable.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledges & Skills:***

**Teaching Others** - Helps other learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

**Interpersonal Skills** - Shows courtesy, tact; develops and maintains relationships; may deal with people who are difficult, distressed; relates well to people from varied backgrounds and situations.

**Customer Service** - Works with customers to assess needs, provide assistance, resolve problems and satisfy expectations; promotes active, healthy lifestyles and their positive effects on the mind, body, and spirit. Actively looks for ways to help people.

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner; recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a scucinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

**Oral Communication** - Expresses information to individuals or groups effectively; listens to others, attends to nonverbal cues and responds appropriately. Has contact with public or employees. Makes clear communications with those involved.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe working environment.

Knowledge of anatomy sufficient to be able to demonstrate to others correct body mechanics for exercises.

Knowledge of aerobic exercise practices and techniques sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of fitness conditioning and training practices and techniques sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of yoga poses and breathing techniques that prepare the body for stillness, creating physical strength and stamina sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skill in communicating and presenting factual information related to the work assignment.

Skill in interpreting and applying written guidelines, precedents and work practices to standardized work situations or specific cases.

Skill in establishing and maintaining effective working relationships with other employees and the public; facilitate good demeanor among participants to generate a positive response from participants.

Skill in filling out forms and completing paperwork related to the work assignment.

### ***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) arm(s) in any direction.

Handling: seizing, holding, grasping or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 10-25 pounds.

Far acuity: ability to see clearly at 20 feet or more.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.  
Color Vision: ability to distinguish and identify different colors.  
Oral Comprehension  
Spatial Orientation  
Written Comprehension

***Working Environment:***

Extreme Cold: Temperature cold enough to cause marked bodily discomfort.  
Extreme Heat: Temperature hot enough to cause marked bodily discomfort.  
Temperature Changes: Variations in temperature from hot to cold.

***Education Requirement:***

Graduation from high school or possession of a GED Certificate

***Experience Requirement:***

Two hundred hours of experience as a fitness instructor in an organized specialized recreation program in a specialized area as required.

***Education/Experience Equivalency:***

A combination of appropriate education and experience may substitute for the minimum education and experience requirement.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***REVISED DATE:*** 09/01/2004

***REVISED BY:*** Jayne Lujan

***CLASS HISTORY*** In 1995, one specification (Aerobics Instructor) was created to accommodate two levels. Fitness Instructor - Non-Certified and Fitness Instructor - Certified specifications are being created for clarification of the two levels to include a title change, accommodate the broad range of fitness instruction, and to add competencies into the new specification format.