



NEW CANAAN COMMUNITY YMCA
Job Description

Position: Wellness Instructor (land and water group fitness, spinning, specialty classes, active older adults, maternity, strength training, and wellness classes)
Supervisor: Director of Healthy Living or Senior Director of Healthy Living and Medical Fitness
FLSA Code: Non - Exempt

GENERAL FUNCTION

Under the direction of the above circled, the Wellness Instructor will be part of the support staff that is responsible for conducting the YMCA's fitness and wellness class programs.

KNOW-HOW

- Must have good human relation skills to facilitate positive relationships with class participants and other staff.
- Must possess good leadership skills.
- Must hold and maintain for the duration of YMCA's employment: YMCA, ACE, AFAA, AFAA, ACSM, AEA or equivalent certification (determination of the validity of a certification at the discretion of the director).
- Must be certified in C.P.R. and Standard First Aid and maintain that certification for the duration of employment.

PRINCIPAL ACTIVITIES

- Maintain a professional attitude at all times during your employment at the New Canaan YMCA.
- Arrive 10 minutes early for class and have ready the proper equipment, sign in sheet, music or other materials.
- Begin and end your class on time.
- Punch " in " and " out " accurately, using different time cards if you teach classes that are in different departments.
- Maintain a neat, professional appearance and wear the appropriate attire for the class you are instructing.
- Keep accurate attendance and class record i.e. sign in sheets.
- Before during and after class focus on developing positive relationships with class participants through Active Listening Skills(Listen First Skills) and providing expertise when asked.
- Demonstrate understanding towards the individual needs of each participant in the class. Offer alternative exercises for those with special considerations.
- Teach a safe and effective class by following the guidelines set up by your supervisor, your certification, and the YMCA, for that particular class.
- Develop trust with your class through being reliable, acting professionally and responsibly.
- Notify supervisor of any problems that arise.
- Return all equipment to its appropriate storage area and leave your class room area neat and clean.
- Keep absences to a minimum. When an absence is necessary, you must secure your own substitute for your class and notify your supervisor. For emergency situations, 2 (two) unexcused absences per year will be allotted where the fitness director will secure a substitute for you.
- Cooperate with other wellness staff in an effort to build a team atmosphere by offering to substitute when needed. This also includes if asked to sub for another instructor making a return phone call to that instructor regardless of whether or not you are able to fill in.
- Discuss any issues that may come up between instructors with your supervisor and not with your class or other members.
- Give a minimum of two weeks notice to terminate employment.
- Wage is a private matter. Maintain a professional attitude and do not discuss with peers.
- Attend a minimum of 2 staff meetings. Make arrangements with your supervisor to review any material missed from an unattended staff meeting.
- Incorporate the YMCA mission: "To put Christian principles into practice through programs that build healthy spirit, mind and body for all", as you carry out your responsibilities.
- Perform other duties as designated by the supervisor.
- Job Description may be changed at any time by supervisor.

EFFECT ON END RESULT

The Wellness Instructor is responsible for creating a positive spirit, mind, body experience for their class participants. They connect with class participants in a positive way by providing their assistance, encouragement, and knowledge whenever needed.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may frequently be required to perform strenuous levels of exercise, perform bench stepping, kneel, reach, push, balance, crouch, stand, pull, grasp, perform repetitive motions, stoop, crawl, walk, lift, talk, and hear.

The incumbent may also be regularly performing exercises which require a high level of exertion and lift and/or move 20 pounds or greater while performing their job functions.

Specific vision abilities required by this job include close/far vision, peripheral vision, depth perception, ability to adjust focus, and field of vision.

Acute hearing is essential to this position.

WORK ENVIRONMENT

While performing the duties of this job, this individual may frequently be exposed to high levels of exertion due to exercise, moderate noise levels from music, and wet and/or humid environments. In this position, this person will not frequently be required to work in outside weather conditions.