



## Job Description – Group Exercise Instructor

**Supervisor:** Assistant Director of Fitness & Wellness & Graduate Assistant of Fitness & Wellness

### **JOB SUMMARY:**

Texas State Campus Recreation is seeking enthusiastic individuals to lead safe and effective group exercise classes to a diverse population. Safety is the #1 priority. The Group Exercise Instructor is responsible for providing a positive workout experience by designing workouts for participants of all levels and abilities, providing progressions and regressions when necessary, and educating patrons on appropriate fitness principles and techniques. The Group Exercise Instructor reports to the Assistant Director of Fitness & Wellness and Graduate Assistant for Fitness & Wellness.

### **QUALIFICATIONS**

- **A national Group Fitness Instructor certification through a nationally recognized organization (AFAA, ACE, ACSM, etc.)**
- Must hold & maintain CPR/AED & First Aid certification
- Must complete Blood Borne Pathogen Training & Student Worker Safety Training
- Must have an understanding of basic fitness principles, anatomy, and injury prevention
- Must have knowledge of group fitness teaching strategies including class design, cueing technique, integration of music, tempo, and rhythm

### **SPECIFIC DUTIES & RESPONSIBILITIES:**

- Arrive to class in advance (15 minutes prior) of scheduled time to pick up studio key and cleaning towels if needed, conduct radio check, set up equipment needed for class, greet participants, confirm they scan in, answer questions
- Attend continuing education opportunities and in-services each semester
- Be knowledgeable of all emergency procedures and current with emergency response protocol
- Ensure that a safe and healthy environment exists for exercising
- Maintain knowledge of general fitness, wellness, anatomy, kinesiology and physiology as it relates to human movement and muscular conditioning
- Maintain the group fitness equipment and multipurpose rooms
- Perform other reasonably related duties assigned to you by the supervisor(s).
- Provide accurate information about programs and services we offer
- Provide exceptional customer service by ensuring participants' needs are met and by handling any complaints/concerns quickly and effectively
- Report any equipment/facility issues to the Assistant Director and/or Graduate Assistant as soon as possible
- Lock doors after every class, take dirty towels to appropriate location behind front desk and return key(s)
- Ensure equipment is cleaned after each use, re-charge batteries for mic

### **EXPECTATIONS**

- Be ON TIME and actively participate in all meetings, in-services, and fitness classes
- Communicate and respond to emails by the requested deadline
- Enforce and comply with all facility/program policies, rules, and regulations
- Ensure all participants are scanning into fitness classes with a valid pass or membership (shown in green).

- INTRO every class: Introduce yourself and greet the class, name the class, talk about the class, reassure newcomers and first-time exercisers, organize the group and equipment
- Maintain a high level of professionalism including proper attire, personal hygiene, respect for one another, and a positive attitude
- Maintain the qualifications, certifications, trainings, and continuing education credits required for position
- Record all hours worked in SAP
- Respect your co-workers, supervisors, patrons, and yourself
- Hold & maintain a Group Fitness Instructor Certification through a nationally recognized organization (AFAA, ACE, ACSM, etc.)
- Utilize Microsoft Teams-Shifts for scheduling preferences and assigned shifts as well as for subs, trades, etc.
- Utilize Microsoft Teams-Shifts meetings, FIT for HIRE or tabling shifts.
- No promotion of outside employment that is a conflict of interest with your current position at TXST Student Recreation Center is allowed
- Dishonorable content or poor representations of Campus Recreation or the Fitness & Wellness program via social media or other platforms will not be tolerated

**Other:**

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans' status or on the basis of sexual orientation.