



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF MADISON COUNTY JOB DESCRIPTION

Job Title: **Group Exercise Instructor**  
Reports to: Site Director

FLSA Status: Non-Exempt  
Revision Date: 03/05/2017

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### POSITION SUMMARY:

Plans and instructs classes in a specialty area. Provides participants with pertinent information, quick and efficient service, and instructs all classes within the guidelines of the Association to maintain the quality of the programs. Also, demonstrates a commitment to YMCA core values - Caring, Honesty, Respect, and Responsibility. Ensures core values are reflected in program content and execution.

### ESSENTIAL FUNCTIONS:

- Have good speaking ability, and display an outgoing personality, enabling him/her to relate well to participants.
- Ability to individually lead a class or clinic, respond to safety and emergency situations, motivate and educate members, and set up, move and store class equipment.
- Ability to coach private & semi-private lessons & build individual clientele base.
- Ability to instruct various group exercise programs provided at the YMCA
- Be a team player and sub for instructors in need.
- Provide positive and regular feedback to program participants, know individual's names and use their names when speaking to members.
- Attend designated trainings and staff meetings.
- Perform other duties as assigned by supervisor or management Staff.
- Support the annual Invest in Youth Campaign and other fund raising activities.
- Uphold guidelines as outlined in the Employee Handbook of the Association.

### YMCA COMPETENCIES (Leader):

#### Mission Advancement:

**Values** - Accepts and demonstrates the Y's mission, vision and values.

**Community** - Demonstrates a desire to serve others and fulfill community needs.

**Volunteerism** - Recruits volunteers and builds effective, supportive working relationships with them.

**Philanthropy** - Supports fund-raising.

#### Collaboration:

**Inclusion** - Works effectively with people of different backgrounds, abilities, opinions, and perceptions.

**Relationships** - Builds rapport and relates well to others.

**Influence** - Seeks first to understand the other person's point of view, and remains calm in challenging situations.

**Communication** – Listens for understanding and meaning; speaks and writes effectively.

**Developing Others** - Takes initiative to assist in developing others.

Operational Effectiveness:

**Decision Making** - Makes sound judgments, and transfers learning from one situation to another.

**Innovation** – new approaches and discovers ideas to create a better member experience.

**Project Management** - Embraces Establishes goals, clarifies tasks, plans work and actively participates in meetings.

**Finance** - Follows budgeting policies and procedures, and reports all financial irregularities immediately.

**Quality Results** - Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth:

**Self Development** - Pursues self-development that enhances job performance.

**Change Capacity** - Demonstrates an openness to change, and seeks opportunities in the change process.

**Emotional Maturity** - Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

**Functional Expertise** - Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**

- Minimum age of 18
- High school diploma or GED required.
- Current instructor/trainer-level certification in related discipline OR Y recognized certification within 90 days of hire.
- Two or more years of experience as a class participant, leader or instructor, or equivalent
- Must be CPR/First Aid certified or within 90 days of hire.
- Complete YMCA required training including New Employee Orientation within 90 days of hire.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must have ability to sit or stand for extended periods, and the ability to bend and reach. Must have ability to lift and/or move up to 50 pounds, to climb or balance, to stoop, kneel, crouch, or crawl, to use hands to finger, handle, or feel objects, tools, or controls.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Confirms Acknowledgment of Job Requirements)