

# ASHLAND UNIVERSITY

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## RECREATION & WELLNESS

**Title:** *Group Exercise Instructor*

### **I. Job Summary**

Group Exercise Instructors are responsible for having the skills to teach group fitness classes. Instructors will assist members with equipment set-up, class routines, and proper technique and movement patterns, while creating a safe and fun environment.

### **II. Job Relationship**

- A. Responsible to: Director of Recreation and Wellness
- B. Supervised by: Graduate Assistant, Programs / Group Exercise Manager

### **III. Responsibilities**

- A. Lead 15-, 30- or 50-minute classes for Rec Center patrons or specific designated groups.
- B. Create effective, fun, and safe class outlines while offering appropriate modifications.
- C. Responsible for aerobic and stereo equipment.
- D. Ensure the safety of all participants; remedy all unsafe practices or situations immediately.
- E. Enforce the Aerobics Room/Group Exercise policies and procedures at all times.
- F. Inspect, issue, and maintain all aerobic equipment; document unsafe equipment and remove it from the inventory to be repaired or replaced.
- G. Complete proper participant sign-in procedures prior to the start of every class on a Microsoft Form.
- H. Complete Instructor sign out form detailing participant count and equipment issues.
- I. Maintain cleanliness of area and equipment at all times.
- J. Attend mandatory staff meetings and staff trainings.
- K. Other duties as assigned.

### **IV. Risk Management Responsibilities**

- A. Serve as first responder in case of a medical emergency in a group exercise class.
- B. Instruct participants on proper body movements to minimize the risk of injury.
- C. Enforce policies such as capacity limits for aerobics room to ensure participant safety.
- D. Support Recreation Center Staff in case of an emergency elsewhere in the building.

### **V. Position Qualifications**

- A. Standard First Aid, CPR, and AED certification.
- B. Maintain a minimum 2.0 GPA
- C. Ability to create and teach routines in a professional matter.
- D. Certification and/or license in nationally recognized fitness program preferred.

### **VI. General:**

- A. Promote and encourage individuals to attend classes teaching as well as other classes offered.
- B. Promote programs/services offered by the Department of Recreation & Wellness.