

# ASHLAND UNIVERSITY

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## RECREATION & WELLNESS

**Title:** *Group Exercise Manager*

### **I. Job Summary**

The Group Exercise (GX) Manager is responsible to lead the group exercise program. With support of the Graduate Assistant, Programs, the GX Manager will interview, hire, train, evaluate and support the Group X staff. This individual will work to strengthen and grow the program, all the while continuing to teach Group Exercise classes throughout the semester.

### **II. Job Relationship**

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

### **III. Responsibilities**

- A. Recruit, interview, hire, train, evaluate and assist in scheduling of Group Exercise Instructors.
- B. Work with Graduate Assistant, Programs to incorporate GX classes into incentive programs to boost participation.
- C. Analyze weekly participation to determine if classes should be dropped/cut from schedule.
- D. Review GX participation and recognize individuals who regularly attend GX classes.
- E. Schedule and lead GX meetings once a month.
- F. Research and recommend new equipment purchases for the Aerobics Room/GX classes.
- G. Lead 15-, 30- or 50-minute classes for Rec Center patrons or specific designated groups.
- H. Create effective, fun, and safe class outlines while offering appropriate modifications.
- I. Responsible for aerobic and stereo equipment.
- J. Ensure the safety of all participants; remedy all unsafe practices or situations immediately.
- K. Enforce the Aerobics Room/Group Exercise policies and procedures at all times.
- L. Inspect, issue, and maintain all aerobic equipment; document unsafe equipment and remove it from the inventory to be repaired or replaced.
- M. Complete proper participant sign-in procedures prior to the start of every class on Microsoft Form.
- N. Maintain cleanliness of area and equipment at all times.
- O. 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 2.5 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. Attend mandatory staff meetings and trainings.
- B. Promote and encourage individuals to attend classes teaching as well as other classes offered.
- C. Promote programs/services offered by the Department of Recreation & Wellness.