**Title:** Lead Group Exercise Instructor

**I. Job Summary**
The Lead Group Exercise (GX) Instructor will be responsible for assisting with the facilitation of a comprehensive group exercise program. The Lead GX Instructor will teach at least one group exercise class per semester as well as demonstrate working knowledge of group exercise in a leadership role. The lead instructor’s responsibilities also include maintaining the Aerobics Room, marketing the group exercise program, creating group exercise incentive and fitness programs, and aid in the hiring and training of the group fitness instructors. A qualified candidate is responsible, dependable, knowledgeable, hardworking, and customer service oriented. The Lead GX instructor is a group exercise instructor who has demonstrated a strong understanding and application of group exercise philosophies and development.

**II. Job Relationship**
A. Responsible to: Director of Recreational Services
B. Supervised by: Assistant Director Recreational Services - Programs

**III. Responsibilities**
A. Instruct at least one Group Exercise class each semester.
B. Demonstrate working knowledge of group exercise in a leadership role.
C. Assist with developing semester Group X and X-Factor scheduling.
D. Manage and update Group X Mailing List.
E. Create and distribute Group X monthly newsletter.
F. Monitor and maintain the Aerobics Studio and equipment including indoor cycling bikes.
G. Update and maintain Group Exercise bulletin board.
H. Facilitate Group Exercise semester incentive programs.
I. Help with creating and developing new group exercise programs.
J. Record Group Exercise participant count and utilize for group exercise schedule.
K. Assist with hiring, training, supervising, and evaluating Group Exercise Instructors.
L. Present resource center information during Group Exercise instructor meetings.
M. Aid Assistant Director of Programs with group exercise class assessment.
N. Collaborate with Marketing Intern to promote and advertise Group Exercise program.
O. Coordinate Fit Female of the Month.
P. Update and monitor Group X Webpages, Facebook, and Twitter.
Q. Other duties as assigned.

**IV. Position Qualifications**
A. Standard First Aid, and AED certification current upon hire.
B. Exercise Science major and/or group exercise certification preferred.
C. A minimum of 1 semester with the Department of Recreational Services as a Group Exercise

**V. General:**
A. Promote the Department of Recreational Services.
B. Attend mandatory staff/manager meetings and trainings.
C. Complete 2-6 office hours per week.

*Updated: 11/12/2013*