

## POSITION DESCRIPTION

**Class Title:** Group Exercise Instructor  
**Dept:** EastSide Centre  
**Division:**  
**Date:** Dec 2022

**Job Code #:**  
**Grade #:**  
**Union:**  
**Location:** EastSide Centre

### GENERAL PURPOSE:

The Group Exercise Instructor is responsible for presenting a positive and competent image of Eastside Centre through instruction of quality Group fitness classes which are designed to meet the needs of the community.

This is an at-will, part-time position. Instructors will be scheduled to teach Eastside's classes as needed and schedules/classes will be subject to change as needed.

### SUPERVISION EXERCISED:

None

### SUPERVISION RECEIVED:

Works under the general supervision of the Group Exercise Coordinator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

The person in this position will be responsible for instructing quality fitness programming in the area of Group fitness instruction and member services. This person will be responsible for continuous high-quality customer service, which includes, but is not limited to, meeting internal and external customer needs, and for presenting a positive attitude toward EastSide, its staff, and its programs.

The Group Exercise Instructor assumes many responsibilities.

- 1.Ensure that member's needs are met through personal recognition and by providing quality service and group fitness classes.
- 2.Ensure that the classes meet Eastside's standards.
- 3.Assume a leadership role as a professional in the area of exercise and group exercise
- 4.Arrive to teach class at least 5 minutes before the class begins to greet participants and answer questions.
- 5.Dress appropriately for teaching the class.
- 6.Teach class with energy and enthusiasm.
- 7.Arriving well-prepared.
- 8.Finding a sub if unable to teach a scheduled class, as well as subbing for other instructors when available.
- 9.Actively participating as an EastSide employee by working with staff and members in the fitness program and special events. A team player attitude.

10. Assuming any other duties as assigned by the Coordinator.

**PHYSICAL DEMANDS AND QUALIFICATIONS:**

1. Must be well-organized and prepared to teach class providing your own music.
2. Must be in good physical condition. Able to lift up to 45 lbs using proper technique.
3. Must be able to correctly physically execute all exercises, as well as be able to instruct others how to do the same. Safety always comes first.
4. Must be able to think independently and be reliable/responsible.
5. Must be a team player and have a positive supportive attitude.
6. Must be able to keep confidences and practice discernment.
7. Must have Primary Group Exercise Certificate or be willing to obtain.
8. Must have CPR and First Aid Certification.
9. Must be able to learn and follow EastSide guidelines/policies.
10. Must understand, believe in, and contribute to the mission of EastSide, team concept.

**SPECIAL REQUIREMENTS:**

CPR and First Aid Certifications  
Primary Group Exercise Certificate

**SELECTION GUIDELINES:**

Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I hereby acknowledge receipt of the foregoing position description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

The City of East Peoria is an Equal Opportunity Employer. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.