



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Group Instructor**

Status: Part-Time

Reports to: Fitness Director

Department: Fitness

Revision Date: 7/28/17

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### POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Instructs group exercise classes in a safe, enjoyable and positive environment that welcomes people of all skill and fitness levels. Effectively builds community within the class. Modifies class as needed to meet varied health, ability and cultural needs.

### ESSENTIAL FUNCTIONS:

1. Leads energizing, fun, safe and educational group exercise classes, as directed by the supervisor, to accomplish the YMCA mission and goals.
2. Asks and answers questions from program participants and members to support them in achieving their goals related to health and well-being.
3. Maintains working knowledge of wellness and trends to provide effective information and support to members.
4. Builds effective, authentic relationships with members; helps members and program participants connect with each other and the YMCA.
5. Observes and adjusts approach to support all participants' capabilities, physical conditions, health and culture.
6. Celebrates achievement of program participants related to program or personal goals, mastering of specific skills or overall health and well-being.
7. Keeps accurate class attendance records.
8. Follows YMCA policies and procedures; responds to emergency situations.
9. Performs other duties as assigned and in accordance with the planned Chart of Work.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills.

### QUALIFICATIONS:

1. Required certifications: CPR, First Aid, AED, national certification (ACE, NETA, AFAA, NASM) in group exercise fitness instruction or YMCA Foundations of Group Exercise certification.
2. Certification in areas of expertise.

YMCA JOB DESCRIPTION FOR GROUP INSTRUCTOR-WATER

3. YMCA Healthy Lifestyles certification within 90 days of hire.
4. At least one year of experience teaching group water classes preferred.

**WORKING ENVIRONMENT & 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.

- Ability to conduct classes and activities.
- Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, swimming and lifting.

**SELF-MOTIVATION & INNOVATION:**

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_