



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: AQUA FITNESS INSTRUCTOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for developing, implementing, and instructing the water exercise fitness classes

SUPERVISORY RELATIONSHIPS

- Accountable to the Assistant ARC Manager - Fitness

ESSENTIAL JOB DUTIES

- Prepares aqua fitness lesson plans and selects exercises and activities to meet the program objectives
- Selects and prepares required materials and equipment for each class
- Plans routines, chooses appropriate music, and selects movements for each set of muscles
- Instructs participants on effective workout techniques and methods by explaining and demonstrating the exercises
- Welcomes participants, takes attendance at each class, and maintains accurate class lists
- Provides a variety of exercises and movements to accommodate participants' different levels of fitness
- Supervises participants in assigned area of pool, enforces pool rules, prevents accidents, and maintains control during classes
- Assists aquatic staff in inserting or removing lap lines and bringing equipment to the pool area
- Puts away and stores materials and equipment at the end of each class in a clean and orderly fashion
- Works directly with participants and assists them in completing the day's exercises
- Communicates with participants regularly regarding the progress in the program
- Notifies the ARC Assistant Manager – Fitness of serious incidents, accidents, or inappropriate conduct and completes Incident/Accident forms, as needed
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned, which may be considered essential

SECONDARY JOB DUTIES

- Requests supplies and equipment from the ARC Assistant Manager-Fitness as needed
- Administers CPR, AED as needed

REQUIRED KNOWLEDGE

- Thorough knowledge of water exercise instruction and techniques
- Thorough knowledge of the principles, practices and standards of CPR, lifesaving and first aid techniques
- Thorough knowledge of emergency and auxiliary services available in the community when needed in emergency situations
- Good knowledge of Park District Pool Rules and Regulations
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Ability to demonstrate skills and techniques used in fitness and exercise conditioning
- Ability to communicate with and instruct adults
- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with supervisors and co-workers
- Ability to work harmoniously with fellow employees, participants, and patrons
- Ability to work with general direction from immediate supervisor
- Capacity to utilize effective time management skills to complete the assigned job tasks
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public orally and in writing, as needed

- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate in English verbally and in writing, and to read and understand materials printed in English
- The capacity to take initiative in problem-solving, either independently or by seeking guidance from a supervisor
- Ability to enforce facility rules and regulations
- Capacity to perform CPR, first aid, and water lifesaving skills when required

EDUCATION, EXPERIENCE, AND TRAINING

- Current national certification, specializing in aqua fitness
- High school graduate or G.E.D.
- Minimum one to two years experience teaching water aerobics or water exercise
- Or, any equivalent combination of education, experience, and training
- CPR, AED Certification required within six months of employment

HOURS

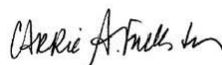
- Sunday through Saturday, up to fifteen hours a week, with work hours designated by the Director of Recreation and Facilities
- Overtime, night, weekend, and holiday work hours, as required
- Employee is expected to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing and sitting for sustained periods of time while completing work
- Repetitive hand/arm movements such as demonstrating and performing exercise movements and routines
- Some bending, twisting, and walking while performing job duties
- Some bending, kneeling, and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in aquatic equipment, storage boxes, and other supplies
- General work area is an indoor, smoke-free environment with controlled temperature and fluorescent lighting
- During summer months, work area may be outdoors
- Occasional exposure to natural and potentially extreme weather conditions
- Exposure to noise distractions from employees, participants or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high-stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to various chemicals (i.e., chlorine, muriatic acid, diatomaceous earth, cleaning materials and disinfectants) as used in routine aquatic maintenance
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR
 - Non-Latex gloves
 - Sunscreen
 - Sunglasses and hat

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Revision Approved – 5/15/1998, 7/27/1999, 5/7/2004, 8/21/2006, 7/1/2009, 8/27/2010, 11/1/2013, 3/05/2021
 Reviewed – 2/5/2001, 9/10/2008



Executive Director