



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: FITNESS INSTRUCTOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for developing, implementing, and teaching group or individual fitness and exercise classes

SUPERVISORY RELATIONSHIPS

- Accountable to the ARC Assistant Manager – Fitness

ESSENTIAL JOB DUTIES

- Prepares 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
- Demonstrates proper breathing techniques during physical exertion
- 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
- Demonstrates appropriate exercise techniques and skills to participants in the program
- Maintains a high level of instruction for all participants
- Puts away and stores materials and equipment at the end of each class in an orderly fashion
- Works directly with the participants and assists them in completing the day's exercises or activity
- Communicates with participants regularly regarding their progress in the program
- Oversees the safety and welfare of the participants
- 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
- Promotes fitness programs to participants

SECONDARY JOB DUTIES

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

REQUIRED KNOWLEDGE

- Strong knowledge of fitness programming, exercise, and human physiology
- 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

EDUCATION, EXPERIENCE AND TRAINING

- Current national certification as a group fitness instructor
- High school graduate or G.E.D.; college-level coursework in physical education or kinesiology preferred
- Minimum one to two years of experience leading fitness, exercise, or conditioning programs
- 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 or sitting for sustained periods of time while completing work
- Repetitive hand/arm and leg movements such as when demonstrating and performing exercise movements and routines
- Some bending, twisting, and walking while performing job duties
- Some bending, kneeling and reaching for items off the floor and on high shelves
- Ability to lift up to 25 lbs. in recreational equipment, storage boxes, and other supplies.
- General work area is indoors, smoke-free environment with controlled temperature and fluorescent lighting
- 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 a high volume of work
- 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

This job description is intended to describe the general content of and requirements 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.

Board Approved – 6/25/84

Revision Approved – 10/13/87, 8/1/90, 3/24/98, 6/8/04, 8/27/201, 11/1/2013

Reviewed – 2/5/2001, 3/23/2006, 9/10/2008, 4/12/2024



Executive Director