

City of Fenton  
Job Description

**Job Title:** Recreation Associate V – Fitness Instructor  
**Department:** Parks and Recreation  
**Reports to:** Recreation Supervisor - Fitness  
**Description Date:** March 2021  
**Pay Grade:** Level 5 (\$26.33/\$31.59/\$36.86)  
**Status:** Occasional or Seasonal Worker/Non-Exempt

### Summary

Performs duties as assigned under the direction of the Recreation Supervisor - Fitness or Manager on Duty, as assigned. This position is responsible for the instruction of fitness classes (water aerobics, group cycling, senior fitness, and/or all other group fitness classes) and developing individual lesson plans, being familiar with various styles of group exercise formats, supervising class participants and leading instructional sessions. The position will be responsible for assistance of equipment set up, creating a safe and fun environment.

**Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Teach scheduled classes, beginning and ending on time.
- Prepare appropriate equipment, music and additional supplies for each class.
- Handle public relations situations in the proper manner;
- Work directly with participants in a professional, courteous, and friendly manner.
- Assist members and guests as needed.
- Communicate program description to participants.
- Enforce all rules and safety practices.
- Inspect facilities for dangerous situations, objects, and equipment needing repairs or replacement.
- Observe necessary precautions to ensure safety of participants.
- Promptly reports all accidents, incidents, and concerns to the supervisor.
- Prevents accidents before they happen by using good judgment and listening to complaints or suggestions.
- Assist with the enforcement of the rules and regulations to ensure and safety of all participants.
- Provide feedback to the Recreation Supervisor regarding implementation of new and ongoing group exercise classes.
- Other related duties as assigned.

### Supervisory Duties

No supervisory duties assigned.

### Education and Experience Required

High School Diploma or equivalent. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Must have a current professional instructor certification and maintain continuing education as required by professional certification. Must have experience instructing in the select specialized area.

### Knowledge, Skills, and Abilities

Knowledge of:

- Basic human anatomy and physiology; and
- Fitness training principles in instructing fitness to groups (including children, teens, adults, and

- senior citizens); and
- Safe group exercise or instructional procedures; and
- Current trends in fitness as well as specific class being taught; and
- Knowledge of customer service practices.

Skills in:

- Effectively organizing time and planning;
- Leading participants in an instructional environment;
- Demonstrating the proper group fitness components and skills specific to the class; and
- Excellent oral and written communication.

Ability to:

- Maintain a positive and upbeat attitude in order to provide excellent customer service.
- Conduct safe and effective exercise classes;
- Encourage participants in support of their health and well-being goals.
- Stimulate and maintain interest in fitness activities;
- Lead a variety group classes and learn new formats if desired
- Work with City staff, members/participants, and groups of all ages and backgrounds;
- Work safely without presenting a direct threat to self or others;
- Handle situations effectively that arise before, during, and after classes; and
- Demonstrate professional public relations skills, effective interpersonal and communication skills.

### Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

### Physical Requirements

Regularly required to stand, walk, reach with hands/arms, climb or balance, and stoop, kneel, crouch, or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

**This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.**

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

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**Employee Signature**

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**Date**