



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Date Posted:	November 4, 2011
Job Title:	Group Exercise Instructor
Location:	Southwest YMCA at OCC
Position Type: (F/T or P/T; Exempt or Non-Exempt)	Non-exempt/Part-time Positions The facility will be open 7-days a week; hiring for morning, afternoon or evening shifts, must be willing to teach at least 4 classes per month
Job Requirements:	<p><b>General Functions:</b> Under the supervision of the Wellness Director, the Group Exercise Instructor will assist in ensuring that the members of the YMCA of Greater Syracuse receive the appropriate guidance in their pursuit to achieve their health and wellness goals. Group Exercise Instructor is responsible for creating a safe and enjoyable exercise experience in the Group Exercise and/or Cycle Studio of the YMCA of Greater Syracuse. To achieve environment, the Group Exercise Instructor must be able to deliver a safe, fun, dynamic and effective group exercise programs, enforce all group exercise program policies and rules, maintain the cleanliness of group exercise and/or cycle studio and equipment and ensure that the needs of all members are met through constant attention to detail. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, and respect responsibility.</p> <p><b>Responsibilities/Duties/Functions/Tasks:</b> The essential functions of this position include, but are not limited to the following:</p> <p><b>Deliver and lead a safe &amp; effective Group Exercise program(s):</b></p> <ul style="list-style-type: none"> <li>· Expected to maintain and keep all certifications current when instructing at the YMCA.</li> <li>· Maintain all YMCA character values and regulations in and out of the Group Exercise &amp; Cycle Studio.</li> <li>· Plan routines following standards and guidelines set forth by National YMCA of USA in regards to warm-up, cool down, overall class structure and music selection.</li> <li>· Leads group exercise classes following standards and guidelines set forth by National YMCA of the USA in regards to Music Tempo. <ul style="list-style-type: none"> <li>Warm-up 110-130 bpm</li> <li>Aerobic 120 to 160 bpm</li> <li>Muscle Conditioning 110 to 130 bpm</li> <li>Step 118 to 128 bpm</li> <li>Ramping 1-2-3 126 to 132 bpm</li> <li>Ramp Up – up to 138 bpm</li> </ul> </li> <li>· Approve all music, handouts and props with the Health and Wellness Director before use.</li> <li>· Modify all wellness classes and routines to meet the varying wellness levels of our members.</li> <li>· Continually strive to obtain the most recent Health and Wellness Industry information and/or studies.</li> <li>· Maintain attendance records for classes.</li> <li>· Demonstrated ability to relate to and work with people of diverse backgrounds.</li> <li>· Responsible for obtaining substitute instructor from sub instructor list provided for all classes.</li> <li>· Educate members on current health and wellness issues and trends.</li> </ul> <p><b>Maintain a safe environment:</b></p> <ul style="list-style-type: none"> <li>· Review all policies outlined in the procedure manual regarding emergency procedures relating to injury or illness of a member.</li> <li>· Know and enforce all Health &amp; Wellness program policies, procedures and rules in a consistent, fair and firm manner.</li> </ul>

- Ensures a safe, fun dynamic workout, respond to incidents, accidents and emergencies appropriately, calmly and professionally.
- Protect the organization and the members from harm or suit.
- Perform any necessary maintenance, removing any dirt or obstacles that would be in harm's way; at end of your class, make sure all equipment is put away neatly and orderly, the stereo equipment is shut down in proper manner; lock up all equipment storage and stereo cabinet; lock-up studio and shut off lights before leaving
- Report emergency maintenance needs immediately to the maintenance department.
- Record and report any faulty equipment and/or lapse in maintenance. Process work request form and forward to maintenance department and health & wellness director.
- Follow Health & Wellness rules on and off duty.
- Frequently familiarize yourself with Group Exercise Training Manual.
- Administer proper first aid and CPR/AED in accordance with training and facility procedures.

**Maintain a pleasant and professional Health & Wellness environment:**

- Contribute to the success of the Health and Wellness program by being on time and prepared; arrive in the Group Exercise/Cycle studio 15 minutes before your class.
- Conform to all dress codes as provided by the Health & Wellness Director.
- Greet every member at the beginning of class with a smile and a friendly, "Hello"; End each class with a good-bye and a reminder of the next appropriate class, and use phrases that praise performance throughout the class.
- Attempt to get to know members in friendly and professional manner.
- Work with fellow staff members and treat them with respect and always talk of them in a positive manner, supporting one another.
- Make any posted announcements before and after class.
- Participate in the evaluation process for members.
- Handle sound equipment, exercise equipment and the studio with great care, report any problems or malfunctions to the Health and Wellness management immediately.
- Ensure that the needs of all members are met through constant attention to detail.
- Be flexible and adaptable in order to accommodate members' needs and wants.
- Be able to answer members' questions, concerns, and complaints in a timely and courteous manner.
- Communicate and educate in a knowledgeable and professional manner.
- Respond to change and requests within the Health and Wellness Department with flexibility ensuring efficient operation.
- Demonstrate teamwork and organization by communicating problems or constructive criticism to the health and wellness director at the end of your class.
- Take attendance for each class, place number in provided attendance sheet.
- Assist with inside and outside promotions as they relate to the Health and Wellness program.
- Support and assist newly hired group exercise instructors.
- Attend all mandatory in-house trainings and meetings.
- Maintain basic knowledge of other program offerings to help serve members needs.
- Accept other assignments as requested by the health and wellness director.

**Experience and Education:**

- High School Diploma or equivalent.
- Experience in a health and wellness related field preferred.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other:

Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.

- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Qualifications:**

- Must be at least 18 years of age.
- Demonstrate leadership skills in an outgoing, friendly, assertive, professional and mature manner.
- Demonstrate a sincere desire to improve the health and wellness of YMCA Health and Wellness program, staff and program participants.
- Ability to lead and motivate others.
- Ability to effectively communicate information on YMCA of Greater Syracuse program components to members.
- Demonstrates excellent planning and organizational skills, ability to handle multiple projects simultaneously.
- Effective interpersonal and communication (oral and written) skills, as well as the ability to build and maintain positive relationships with Members, Directors, and Staff.
- Refrain from diagnosing injuries, offering medical advice and dispensing or endorsing any and all commercial health products.
- Exceptional interpersonal and customer service skills.
- Must be willing to work flexible hours, including some weekends and holidays.
- Other duties as requested by the Health & Wellness Director.

**Trainings & Certifications:**

- Must hold and maintain current CPR, AED, O2 Oxygen Supplement Administration certifications or successfully complete no later than 30-days after employment begins.
- Must attend and complete YMCA Child Abuse Prevention, Blood Borne Pathogens, New Employee Safety Orientation, Listen First, and Quality Service Training within the first 90-days of employment.
- Must attend and complete YMCA Healthy Lifestyle Principles within the first 6-months of employment.
- Must complete and maintain YMCA Foundations of Group Exercise Training Instructor Certification within 6 months of hire date
  
- Must maintain all certifications while teaching at the YMCA
  - Step and Aerobics Instructors - Only
    - Must complete and maintain YMCA Cardio and Step Aerobics Instructor Training
  - Cycle Instructors - Only
    - Must complete YMCA Indoor Group Cycling Instructor within 1 year of hire date
  - Kickboxing/Y-Box Instructors - Only
    - Must complete YMCA Martial Arts Instructor within 1 year of hire date
  - Pilates Instructors - Only
    - Must complete YMCA Pilates Instructor within 1 year of hire date
  - Zumba Instructors – Only
    - An entry level YMCA Zumba Instructor will have completed the Zumba

- Instructor Certification and will hold and maintain their Zumba Certification
- NIA Instructors – Only
  - An entry level YMCA NIA Instructor will have completed the NIA White Belt Intensive Training and hold and maintain a current NIA license.
- Yoga Instructors – Only
  - An entry level YMCA Yoga Instructor will complete basic Yoga mentoring with a Certified Yoga Instructor. Within 1-year of hire date, a Yoga Instructor will pursue any local available yoga certifications, preferable one recognized by the Yoga Alliance. Upon receipt of Yoga certification, the instructor will hold and maintain that certification. Other Yoga certifications and trainings may be acceptable upon approval of the Health & Wellness Director

**Effect on End Results:**

Successful implementation of the program will result in quality Health and Wellness programs that meet or exceed the needs of our members and the community at large.

1. Each participant that takes part in a Y fitness class not only is challenged to exercise within his/her target heart range but will also strengthen his or her body, mind and spirit.
2. An environment that gives members a sense of safety, fun and belonging as evidenced in member retention.
3. A high quality Wellness Department operates consistent with the purpose and mission of the YMCA of Greater Syracuse and the needs of the community.
4. A class environment that implements character development through the demonstration and teaching of the values of caring, honesty, respect and responsibility.

**Physical Demands:**

Ability to actively demonstrate exercise moves, communicate with class, aerobic capacity to perform class motions.

Hear noises and distress signals in a Health & Wellness environment with background noise and perform all needed rescues skills. Operate alone as Group Exercise Instructor without other instructors for support. Project voice across Group Exercise/Cycle Studio. Ability to frequently stand, sit, walk, talk, hear, swim, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, perform step, floor, kickbox aerobics, cycle for approximately 60 minutes, on occasion able to lift/move/carry/spot approximately 50 lbs. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus

**Work Environment:**

Work is normally performed in a typical YMCA facility environment. At times, the employee may be exposed to situations where injuries may occur. Frequently exposed to loud noise and background music. Occasionally exposed to outdoor weather conditions in conducting certain Health & Wellness programs. Frequently exposed to OSHA approved cleaning solutions.

**Americans with Disabilities Specifications:**

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.

[Apply online](#) by  
November 18 2011  
to:

Kelly Notman, Wellness Director  
Southwest YMCA at OCC  
4585 West Seneca Turnpike  
Syracuse, NY 13215  
[knotman@syracuseymca.org](mailto:knotman@syracuseymca.org)

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