



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse
Job Posting**

Job Title: Group Exercise Instructor

Reports To: Group Exercise Coordinator

FLSA: Non-exempt – Part-time

Work Location: North Area & Northwest Family YMCAs

Work Schedule: Will vary based on program schedule

**Instructors needed for the following classes: Group Fitness, Tai Chi, Yoga and Cycle*

A Career with a Cause:

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong work community can only be achieved when we invest in our kids, our health and our neighbors.

General Functions:

Under the supervision of the Group Exercise Coordinator, 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. The Group Exercise Instructor is responsible for creating a safe and enjoyable exercise experience in the Group Exercise, Mind/Body and/or Cycle Studio of the YMCA of Greater Syracuse. To achieve this 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, Mind/Body 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, respect and responsibility.

YMCA Health & Wellness Department Quality Service Theme:

By encouraging healthy lifestyles, we make a positive difference in people's lives.

Responsibilities/Duties/Functions/Tasks:

The essential functions of this position include, but are not limited to the following:

Deliver and lead a safe & effective Group Exercise program(s):

- Expected to maintain and keep all certifications current when instructing at the YMCA.
- Maintain all YMCA character values and regulations in and out of the Group Exercise and Cycle Studio.
- 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.
- Leads group exercise classes following standards and guidelines set forth by National YMCA of the USA.
- Modify all wellness classes and routines to meet the varying wellness levels of our members.
- Continually strive to obtain the most recent Health and Wellness Industry information and/or studies.
- Maintain attendance records for classes.
- Demonstrated ability to relate to and work with people of diverse backgrounds.
- Responsible for obtaining substitute instructor from sub instructor list provided for all classes.
- Educate members on current health and wellness issues and trends.

Maintain a safe environment:

- Review all policies outlined in the procedure manual regarding emergency procedures relating to injury or illness of a member.
- Know and enforce all Health & Wellness program policies, procedures and rules in a consistent, fair and firm manner.
- 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 Department 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.

Group Exercise Instructor, Job Posting

April 12, 2017

Page 1 of 3

Posting Period: 4/12/17 – 4/26/17

Maintain a pleasant and professional Health & Wellness environment:

- Contribute to the success of the Health and Wellness program by being on time and prepared.
- Conform to all dress codes as provided by the Department 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.
- 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 & Wellness Department with flexibility ensuring efficient operation.
- Demonstrate teamwork and organization by communicating problems or constructive criticism to the Department 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.
- Other duties as assigned by Supervisor.

Relationship Building Skills:

- Make members feel comfortable and at ease.
- Be open, friendly and approachable to members.
- Seek to learn members' names and welcome them personally.
- Initiate interaction with and between members, recognize when members are not using the facility and contact them.
- Ask members if there is any way we can help, listen to members' suggestions – be empathic and show interest in their concerns.
- Ask about their goals, progress and satisfaction.
- Introduce members to other members and staff.
- Be passionate about impacting and transforming the health and well being of members and our community.

Experience and Education:

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

Qualifications:

- Must be at least 18 years old to work in the Wellness Department.
- 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.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must hold and maintain current CPR, AED, O2 Oxygen Supplement Administration certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication and YMCA Youth Protection trainings within the first 90-days of employment.
- Must complete the following online Health & Wellness trainings within the first 90-days of employment:
 - Orientation to Healthy Living at the Y
 - Foundations of Listen First
 - Principles of Member Health & Wellness
 - Wellness Center At The Y

- Must hold and maintain an active certification while teaching Group Exercise at the YMCA. This certification can be a National certification (ACSM, ACE, NETA, AFAA or NASM) in group fitness instruction, or YMCA Foundations of Group Exercise Instruction.

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.

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, climb a minimum of two flights of stairs (approximately every ½ hour), lift/move and carry approximately 45 pounds, spot members lifting weight in excess of 50 pounds and use hands and fingers. Ability to occasionally run in case of an emergency. 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.

How to Apply:

Interested candidate should respond to Sue Montminy, Group Exercise Coordinator, at (315) 451-2562, ext. 214 or email smontminy@syracuseymca.org, or Suzanne LeRoy, Director Human Resources at (315) 474-6851, ext. 311 or email their completed application to sleroy@syracuseymca.org, no later than April 26, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.