

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: Group Fitness /Wellness Education Instructor (Part-time)

Department: Recreation and Wellness Center / Wellness Services

Amy Riggins

David Joza

8/1/09

Prepared by

Approved by

date

Supervision received: Assistant Director, RAWC

Supervision given:

None

Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

Purpose: To teach non-credit Group Fitness Classes and/or Wellness Education Classes at assigned class times.

Essential functions:

- Provide a fun and safe workout through one or more assigned group fitness or wellness education classes.
- Greet and welcome class participants.
- Educate class participants concerning safe exercise techniques and monitor safety throughout class activities.
- Deliver the class in a positive, Christ-like manner.
- Maintain fitness studio and equipment in a clean, organized fashion.
- Promote fitness and wellness classes and assist in promotions and events.
- Obtain substitutes and be available for substitution as needed.

- Maintains records as assigned.
- Arrive to site prior to scheduled class time to allow for set-up, preparation, etc.
- Ensure policies and procedures are carried out and upheld

Other duties: Complete other duties as assigned

Qualifications

Knowledge, skills, and abilities:

The ability to teach and instruct fitness or wellness classes according to specialty. Knowledge of current group fitness trends and wellness issues. Specialized skills appropriate for specific class requirements.

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment and meeting quality standards for services; Knowledge of human behavior and performance; individual differences in ability, personality, and interests, and learning and motivation; Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; Knowledge of relevant equipment, policies, procedures, and strategies to promote effective policy operations.

Actively looking for ways to help people; Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times; Talking to others to convey information effectively; Teaching others how to do something; Managing one's own time; Motivating, developing, and directing people as they work, identifying the best people for the job; Being aware of others' reactions and understanding why they react as they do; Understanding written sentences and paragraphs in work related documents; Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

The ability to communicate information and ideas in speaking so others will understand; The ability to listen to and understand information and ideas presented through spoken words and sentences; The ability to speak clearly so others can understand you; The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem; The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations); The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity); The ability to identify and understand the speech of another person; The ability to apply general rules to specific problems to produce answers that make sense; The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events); The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem; must have the ability to sit and/or stand for extended periods of time, climb, pull, squat, bend, kneel, reach, stand, and lift up to 50 lb safely.

HR Office Only							
Grade	«Paygrade»	Class	«Class»	FLSA	«FLSA»	FTE	«FTE»
PRN(s)	«VP»-«Obj»-«Pos»					EEO	«EEO»

Education:

Required: High School Diploma or GED required

Preferred: Some college courses

Experience:

Experience instructing Group Fitness Class according to specialty. Working with people with a wide range of fitness levels and recreational experiences.

Equipment/Technology:

Basic understanding of exercise equipment and fitness training aids.

Special Requirements:

CPR/AED/First Aid certified, or the ability to become certified.

Preferred: Group Fitness Instructor Certification (NETA, AFAA, etc.)

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