SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Aerobic Instructor (Seasonal)

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Paraprofessional
Status:	Non-exempt
Control No:	50922

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Aerobic Program Coordinator, organizes and instructs aerobic activities, classes and participants.

III. Essential Duties

- Plan and organize aerobic activities and classes.
- Implement and monitor assigned programs to ensure the success of the program and the safety and enjoyment of those participating.
- Demonstrate specific skills, teaching techniques and procedures for each scheduled activity.
- Promote the assigned programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Assist in evaluation schedules and techniques to determine the level of success in achieving program objectives.
- Prepare and complete all records and reports regarding facility needs, participation in programs and facility usage.
- Assist with the efficient operation and maintenance of the program site and facilities.
- Administer the risk management and safety program by regular inspection of activity site and by monitoring correct technique to ensure participant safety
- Inventory activity equipment and supplies.
- Assist in helping retain and matriculate members.
- Handle complaints, questions and concerns related to the Sports Center.
- Coordinate assigned program with other center programs to ensure teamwork and efficient operation of all activities.
- Keep abreast of latest research and exercise techniques
- Obtain required annual/bi-annual continuing education credits.
- Comply with all Center and City policies and procedures.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent; Valid Utah Driver's license required upon hire; current certification in community CPR, or must obtain certification within 30 days of hire.

Experience: Minimum two years experience in aerobics instruction. Must have knowledge and understanding of fitness instruction, techniques and design. Requires IDEA and/or AFAA or ACE certifications. Cycling instructors must hold a certification through a nationally recognized organization.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Aerobic programs (in depth knowledge required of assigned activities); current methods and physiological principles involved with aerobic fitness classes; principles of recreational programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction.

Communication Skills: Contacts requiring tact and judgement to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups.

Tool, Machine, Equipment Operation: Regular use of a telephone; occasional use of a copy machine, computer; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

Analytical Ability: Organize persons of high rank; organize, delegate and establish meaningful goals; design, coordinate, and implement a variety of aerobic programs; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects; operate computer and telephone systems.

VI. Working Conditions:

Generally comfortable working conditions; frequent work in coordinating and directing programs; moderate mental pressure and fatigue exist during a normal workday due to exposure to deadlines and resolution of interpersonal conflicts; moderate physical exertion is present because of stooping and kneeling; requires some evening, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any