**Tuscaloosa County Park and Recreation Authority**
**Job Description**

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| **Job Title:** | **Fitness Instructor I** |
| **Division:** | **Leisure Services** |
| **Reports To:** | **Fitness Supervisor** |
| **FLSA Status:** | **Non Exempt, Part-time** |
| **Job Level:** | **Level 33, $15.98 min - $19.19 max** |
| **Prepared By:** | **Wendy Harris** |
| **Prepared Date:** | **February 16, 2016** |
| **Approved By:** | **Gary Minor, Executive Director** |
| **Approved Date:** | **February 22, 2016** |
| **Updated on:** | **February 16, 2016** |

## SUMMARY

A fitness instructor leads people in exercise and related activities. He or she works with individuals or groups, providing both instruction and motivation. A fitness instructor may specialize in aerobics, weight lifting, yoga or another activity.

## ESSENTIAL FUNCTIONS

- Understand and assess the needs and capabilities of individuals through fitness assessment procedures
- Help clients develop realistic, attainable goals and continually modifying training objectives
- Customize training programs for individuals and groups based on age and fitness levels
- Provide advice about nutrition
- Motivate clients to help make the experience more enjoyable
- Motivates clients to work to his/her maximum and safe potential for the entire work out
- Monitor clients' progress and offer feedback when needed
- Advise individuals on the correct method and use of exercise machines and devices including weights
- Assure all exercises are done with proper form and technique maximizing results
- Sell services and products to potential and existing customers
- Stock and maintain supplies
- Handle member complaints
- Maintain clients' safety
- Enforce facilities' rules and regulations
- Provide instruction in a variety of fitness activities including non-gym related activities

- Other duties as assigned

- Adhere to all policies and procedures as established in the PARA Employee Handbook and Administrative Handbook

**SUPERVISORY RESPONSIBILITIES**
There are no supervisory responsibilities at this time. This may change at a later date depending upon the growth and development of the fitness program.

**QUALIFICATIONS**
To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

**EDUCATION and/or EXPERIENCE**
A comprehensive background in exercise science, exercise physiology, physical education, health science, and a health/fitness setting is preferred. Fitness trainer certification is preferred.

**LANGUAGE SKILLS**
The ability to clearly convey information and instructions to your customers is crucial.

**MATHEMATICAL SKILLS**
The Fitness Instructor must be able to calculate figures and amounts such as discounts, proportions, percentages, and basic mathematical computations.

**REASONING ABILITY**
Must be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**
Current certifications are required

**PHYSICAL DEMANDS**
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. Must be able to lead aerobics, dance and exercise classes.

While performing the duties of this job, the employee frequently is required to stand, walk and sit. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis if race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

**P.A.R.A. is proud to be a "Drug Free Work Place."**
All Employees are subject to random drug screen.