

**The Jewish Community Center of Greater Columbus, OH 43209**

**GROUP EXERCISE INSTRUCTOR POSITION DESCRIPTION**

**Position Title:** Group Exercise Instructor      **Dept No:** 453287      **Department:** Fitness  
**Personnel Code:** Support Staff      **Status:** Non-Exempt      **Supervisor:** Group Exer. Coordin.

**Mission Statement:**

The Jewish Community Center of Greater Columbus is a human services agency offering a varied program that is largely Jewish in nature. It is committed to enhancing the quality of family life and promoting the physical, intellectual and spiritual wellness of the individual. It provides health-related activities and cultural and educational programs that reflect the Jewish heritage. Although primarily a membership JCC, the JCC also delivers services to the community at large, including populations at risk. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Adopted by JCC Executive Committee January 5, 1987  
 Reviewed by JCC Executive Committee October 2011

**Agency Expectations:**

- To support the mission of the JCC.
- To insure the highest quality of programs and services.
- To possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

**Position Summary:** Assist the JCC community establish, maintain and exceed its fitness goals.

**Qualifications:**

1. **Knowledge and Education - Minimum Required or Preferred:** Nationally recognized Group Exercise Certification required; High school Diploma / GED preferred; CPR/AED required
2. **Experience - Minimum Required or Preferred:** Minimum 1 year experience leading group exercise courses
3. **Special Skills:** Provide outstanding customer service, skilled motivator

**Duties and Responsibilities:**

- Engage members in conversation; address them by first name; introduce yourself.
- Arrive to class five minutes early; conduct all classes in a safe and effective manner.
- Responsible for turning off stereo equipment at the end of class.
- Responsible for putting away mats, tubes, balls, dumbbells, etc.

- Responsible for picking up towels, water bottles, trash and other items left behind by members after each class.
- Provide all music for class; music will be appropriate; music will not contain expletives or offensive lyrics.
- Cycling instructors are expected to inform their class participants after each ride to wipe down their bikes. Be considerate of all members, both in and out of cycling class, when setting music volume levels.
- All group exercise instructors who teach at least two classes a week on a regular basis and who have been employed by the JCC for at least 9 months are eligible for \$50 each fiscal year for continuing education reimbursement.
- Attend new hire orientation during first month of employment.
- All other duties as assigned.

**Acknowledgement:**

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Employee's Name Printed

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Employee's Signature

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Date of Signature