



**EASTERN MICHIGAN UNIVERSITY
STUDENT RECREATION
INTRAMURAL DEPARTMENT**

GROUP FITNESS INSTRUCTOR

PAYRATE: \$15-\$20/session depending on level of experience, years of service, and type of class

BASIC FUNCTION

The Group Fitness Instructor is responsible for developing and conducting safe, appropriate and enjoyable group fitness classes for a diverse population of Rec/IM patrons.

REQUIREMENTS

Communication

- Interact positively with supervisors and coworkers
- Seek out answers to questions and communicate prior to any problems
- Take direction/criticism well and deliver direction/criticism effectively

Attitude

- Must work well with others
- Have a positive demeanor and treat all people as individuals

Customer Service

- Acknowledge and confirm patron's need(s)
- Maintain professional appearance
- Represent EMU positively
- Seek out positive, intentional interactions with the patrons and coworkers
- Provide patrons with information, promptly and accurately
- SMILE

Performs Job Tasks

- Clearly understand job expectations
- Be able to report to the class on time and report any shift adjustments in a timely manner
- Handle emergencies/crisis calmly and efficiently
- Be able to understand and perform all policies and procedures

DUTIES

- Meet Eastern Michigan University requirements for employment on campus
- Learn, comprehend, and practice all policies and regulations of the REC/IM's fitness department
- Coach a small or large group of people while providing a safe, appropriate and enjoyable environment for a diverse population
- Design a fitness class that is safe, appropriate and enjoyable for a diverse population
- Provide music that is appropriate for a specific class environment
- Able to demonstrate appropriate exercises for a diverse population
- Display a positive and professional attitude towards class participants as well as fellow staff members
- Dress appropriately and professionally at all times
- Perform other duties as assigned by supervisory fitness staff

- Remain informed of new issues and concerns by reading information in direct emails daily
- Attend all posted mandatory training and staff meetings
- Honor contracted schedule of hours by adhering to all attendance policies, as stated in the REC/IM Student Employee Handbook.
- Report to work 5 minutes prior to shift/class to prepare for class
- Agree to stay off personal cell phones and other electronics while on duty unless they are being utilized in the course

SUPERVISION RECEIVED

Supervision is received from the Assistant Director and Graduate Assistant for Fitness Programs.

QUALIFICATIONS

- Must possess current Personal Training or Group Fitness certification from a nationally recognized organization
- Pursuing a degree in Exercise Science, HPHP, SPFE or other related field is desired
- High school graduate or equivalent and interest in physical fitness and/or exercise promotion
- Able to respond to emergency situations and must be certified in Standard First Aid, Adult CPR/AED prior to the first session
- Knowledgeable of the cardiovascular system and human anatomy including specific muscle groups
- Must be able to physically demonstrate all moves presented in fitness class
- Able to work days, evenings and weekends
- Able to communicate effectively, verbally and in writing
- Previous experience in dealing with the people in a mature and responsible manner as well as establishing working relationships with other employees
- Friendly and enthusiastic personality is a must
- Experience in quality customer service delivery is desired