

**HOMEWOOD-FLOSSMOOR PARK DISTRICT  
PART-TIME JOB DESCRIPTION**

<b>JOB TITLE:</b> AEROBIC INSTRUCTOR	<b>JOB CATEGORY:</b> RACQUET CLUB
<b>IMMEDIATE SUPERVISOR:</b> EXERCISE COORDINATOR	<b>JOB CODE:</b> 3107
<b>IMRF STATUS:</b> NON-PARTICIPATING	<b>FLSA STATUS:</b> NON-EXEMPT

**GENERAL JOB DESCRIPTION:** Instruct a safe exercise class demonstrating proper alignment and motivate members to participate with enthusiasm. Know students by name and ability. Show modifications for all levels of fitness. Keep attendance at each class. Change music and routines frequently. Be punctual and reliable. Find a "sub" if not able to teach. Keep Exercise Coordinator informed of all problems and concerns. Adhere to all rules and policies of the club.

**PHYSICAL REQUIREMENTS:**

<b>STANDING:</b>	Must be able to dance, jump
<b>SITTING:</b>	Required to sit on floor for toning work
<b>WALKING:</b>	Must walk to conduct class
<b>LIFTING:</b>	Required to lift weights to teach class
<b>STOOPING:</b>	Must stoop to teach class
<b>REACHING:</b>	Required to reach in class
<b>CLIMBING:</b>	Required to use "step" in class
<b>VERBAL:</b>	Must converse with class
<b>VISION:</b>	Must be able to watch students

**COGNITIVE SKILLS REQUIRED:**

- Ability to relate to students needs, modifying exercise when needed or offering alternative to less fit student.
- Know all students and ability levels.
- Must be a motivator.

**KNOWLEDGE AND SKILL REQUIRED:**

- ACE or AFAA certified.
- Minimum 1 year teaching experience.
- Current CPR certification.
- Ability to teach a safe, motivating, varied and exciting exercise class using proper techniques.

**EDUCATION AND TRAINING:**

- Certification current in ACE, AFAA, NASAA or ACSM.
- At least 20 years of age.
- Attend clinics and visit other classes.
- Minimum 1 year teaching experience.

**ESSENTIAL JOB FUNCTIONS (DUTIES):**

- Instruct class.
- Communicate with students.
- Take attendance.
- Prepare class music and routine.
- Conduct strengthening sessions using bands or weights.
- Be a motivator.

**MARGINAL FUNCTIONS:**

- Adhere to all rules and policies of club.
- Keep Exercise Coordinator informed.
- Keep themselves fit.
- Adheres to the policies and procedures as outlined in the Safety Manual.

**OTHER JOB REQUIREMENTS:**

- Keep up CEC's.
- Keep certifications current.
- Visit other clinics and classes.

**DATE:** July 1993

**REVISED:** February 1997, October 2007