

## Oak Brook Park District Job Description

**Job Title:** Group Exercise Instructor  
**Classification:** Part Time, Non-Exempt  
**Department:** Fitness

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### **SUMMARY:**

Under the general supervision of the Fitness Supervisor, the Group Fitness Instructor is responsible for the planning and instructing of safe, fun and effective fitness classes to all levels and abilities.

### **SUPERVISORY:**

The Group Exercise Instructor directly reports to the Fitness Supervisor.

### **ESSENTIAL JOB DUTIES:**

- Demonstrate appropriate exercise techniques and skills to participants in the program and provide a variety of exercises and movements to accommodate participants of different levels of fitness and ability.
- Responsible for proper usage of all fitness equipment in each aerobic studio.
- Return all fitness equipment to its proper place after each class. Shut down all audio/visual equipment and fans. Prepare the studio for the next class.
- Provide safe, fun and effective fitness classes.
- Take proper class attendance.
- Responsible for finding a substitute instructor to teach class when unable to attend.
- Be willing to substitute group fitness classes, when available and as needed.
- Be prepared to teach classes at set scheduled time.
- Attend all required department meetings.
- Follow and adhere to the Park District's employee policies.
- Enter accurate worked hours into timekeeping software, or turn in timesheets to the Fitness Supervisor at the end of each pay period.
- Write the description(s) for each class format instructed for monthly calendars or seasonal brochures.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

### **MARGINAL FUNCTIONS:**

- Attend Park District meetings as necessary.
- Represent the Park District at various public functions.

### **PSYCHOLOGICAL REQUIREMENTS:**

- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.

- Must be able to deal with people under stressful and demanding situations.
- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.

**PHYSICAL REQUIREMENTS:**

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Perform lifting tasks up to 25 pounds.
- Drive motorized vehicle to travel to different locations.
- Must wear appropriate fitness apparel.

**HOURS:**

Hours dependent on the assigned scheduled classes per week.

**EDUCATION, EXPERIENCE AND TRAINING:**

- High School Degree or Higher
- Valid Illinois State Driver's License (Class D)
- At least 2-3 years of experience in instructing a group exercise program
- Instructor must be able to communicate effectively with students.
- Instructor must have the ability to coach and instruct group fitness classes and display a professional appearance and attitude.
- Current group fitness instructor certification from AFAA, ACE or other nationally accredited certification
- CPR/AED certified or the ability to become certified by the Park District within one month of employment.

The Oak Brook Park District is an Equal Opportunity Employer