



**Town of Colchester  
Parks and Recreation Department**

**Position:** Group Fitness Instructor

**Department:** Parks and Recreation

**Reports to:** Recreation Center Manager

**Created:** September 2024

**Classification:** Non-Exempt, Part-time

**Job Function:**

Under the direction of The Recreation Center Manager, Group Fitness Instructors host classes in the Colchester Recreation Center. Instructors are motivated, energetic, and experienced professionals that provide a wide-range of classes for members and patrons. Instructors will plan, organize and deliver a range of certified group fitness classes, including, but not limited to Spinning, Yoga, HIIT and Bootcamp.

**Essential Functions and Skills:**

- Prepares and sets-up all required equipment prior to the start of class.
- Actively teaches and performs exercise movements.
- Maintains a safe fitness environment at all times.
- Attends monthly staff meetings.
- Completes incident reports and promptly reports to management, as applicable.
- Follows all Town policies and procedures.
- Maintains required certifications, and provides current copies to Human Resources.
- Dresses in appropriate fitness attire.
- Showcases excellent customer service and communication skills, both written and orally.
- Maintains a team-oriented mindset and enjoys working with others.
- Consistently brings high energy and positivity to work.
- Other duties, as assigned.

**Minimum Qualifications:**

- Must hold a current group fitness or personal training certification from a Nationally Accredited Agency in any applicable areas of instruction.
- At least two (2) years of experience teaching group fitness classes
- Certified in CPR/First Aid and AED
- Must be dependable and reliable
- Experience using scheduling software is preferred
- Ability to successfully pass a background check
- Valid Driver's license

**Physical Requirements:**

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee for the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

X Seeing	X Ability to move distances within and between facilities and offices	X Lifting (specify) 40 pounds
X Color Perception	X Climbing ability to mount and dismount equip.	X Carrying (specify) 40 pounds
X Hearing/Listening	X Pushing/Pulling	X Driving (local)
X Clear speech	X Typing	X Sitting
X Touching	X Standing	
X Dexterity		
X Hand		
X Finger		

#### **Mental/Reasoning Requirements:**

X Reading- Simple	X Writing- Complex	X Analysis/Comprehension
X Reading- Complex	X Clerical	X Judgement/Decision Making
X Writing- Simple	X Basic Math Skills	X Stress

#### **Work Environment**

<input type="checkbox"/> Shift Work	X Outside	<input type="checkbox"/> Pressurized Equipment
X Works Alone	X Extreme Heat	<input type="checkbox"/> Moving Objects
X Works with others	X Extreme Cold	<input type="checkbox"/> High Places
X Verbal Contact w/others	X Noise	<input type="checkbox"/> Fumes/Odors
X Face to Face Contact	X Mechanical Equipment	<input type="checkbox"/> Hazardous Materials
X Inside	<input type="checkbox"/> Electrical Equipment	<input type="checkbox"/> Dirt Dust

#### **Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is and "at will" position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.