

**MAJOR FUNCTION**

This is a part-time instructor position responsible for delivering group fitness instruction ranging in variety from aerobic activity, muscular strength, stretching, balance and mobility, dance fitness, yoga, and other formats. This includes developing and organizing choreography appropriate for the specific format and audience, movement sequencing and progression, cueing participants, reinforcing safety, and assisting with modifications as needed. Ideal instructors will motivate participants with positive energy and accept feedback in order to tailor classes to best meet participants' fitness goals.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Lead safe, audience-appropriate classes to achieve fitness goals as intended by the specific class format. Create a pleasant, welcoming environment for all fitness levels that encourages and motivates participants. Answer relevant, class-related questions from participants to support them in achieving their fitness goals. Build authentic relationships with class participants and encourage their connections with one another. Adapt to non-traditional environments as needed (i.e. meeting rooms, fire stations, small fitness rooms, etc.) without consequence to the class. Assist with the promotion of class participation among City employees via provided email and social media avenues as appropriate. Track class attendance and submit numbers weekly via email. Report any class-related equipment or materials needs or request. Participate in occasional meetings with other fitness instructors and City staff. Submit schedule availability on a monthly basis and communicate any changes immediately. Begin and end classes on time. Attempt to secure a substitute instructor in the event a schedule conflict arises, or communicate the need to cancel class if no subs are available. Follow policies and procedures of City of Tallahassee and class host venues.

**Other Important Duties**

Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Excellent communication and organizational skills. Dependable and reliable. Able to lead others creating an inclusive and welcoming environment. Outgoing and friendly personality.

**Minimum Training and Experience**

Minimum of 100 hours of experience practicing and/or instructing in a class setting specific to chosen format.

**Necessary Special Requirements**

Must possess at time of appointment, or obtain within 90 days, and maintain current CPR certification.

Must possess or be in the process of obtaining, and maintain industry standard certification appropriate for specific role(s) as follows: Yoga Instructor - minimum RYT-200, Strength and conditioning fitness instructor - Certified Personal Trainer (CPT) from an accredited organization (i.e. ACE, AFAA, NASM, ACSM, or equivalent), Group Fitness Instructor - Group instructor certification appropriate for class format (i.e. Zumba, cardio, etc.)

Established: 02-25-20