



JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Position: Fitness Instructor - General

Reports to: Deputy Director

Pay range/status: \$20.06-\$27.08/hr. (part-time; non-exempt)

Opening date: 4/11/2025

Closing date: Continuous

General statement of duties: Plans, designs, and instructs group exercise classes. Performs related work as required.

Distinguishing features of the class: An employee in this classification is responsible for planning and instructing group exercise classes. Work is performed under the general supervision of direct supervisor with day-to-day direction from recreation/athletic coordinator. Work is reviewed based primarily on the basis of results attained, feedback from patrons, and direct observation. Supervision is not normally a responsibility of a position in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Plan, organize and implement fitness classes based on program goals, objectives, and guidelines.
- Provide and prepare music for classes as needed.
- Create new fitness routines to keep patrons engaged and maintain a quality program.
- Provide reasonable modifications and accommodations for workouts to facilitate the inclusion of all participants and ensure patron safety.
- Work with recreation and athletic coordinator to develop, plan, and schedule classes.
- Keep recreation/athletic coordinate informed on facility, equipment, and supply needs.
- Set up, take down, and clean up after class.
- Comply with program procedures and district policies.
- Administer first aid/CPR and respond to emergencies as required.
- Attend all department and district-wide staff meetings and trainings.
- Provide excellent internal and external customer service through professional communication. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Acts as a mandatory reporter and reports suspected cases of abuse and neglect to the appropriate authorities, including direct supervisor.
- Performs other job-related duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge: Essential knowledge of fitness/exercise program components; principles of cardiovascular fitness, kinesiology, neuromotor, balance, flexibility, muscular endurance, and strength training; safety practices and precautions in performing exercises. Knowledge and skill to suggest modifications of exercise to participants with injuries or limitations. Principles of group dynamics and group interaction and emergency procedures and accident site management.



JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Skills: Instruct and demonstrate fitness exercises safely and effectively to groups of varied ages and abilities; ability to perform and instruct all exercises of assigned specialization. Follow and give instructions in a courteous and professional manner. Interpret, explain, follow and apply district policies, keep accurate records and establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.

Abilities: Communicate directions/instructions both verbally and by demonstration; observe and correct improper techniques; modify exercises for individual needs; select movements and/or music that is appropriate, safe and interesting to participants; counsel and motivate participants during class. Ability to provide good customer service in challenging situations. Ability to administer first aid and CPR and follow emergency procedures. Identify and prevent hazards and maintain safe environment.

Physical demands of the position: While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, twist, and stoop both indoors and outdoors. The position requires mobility including the ability to move materials weighing up to 50 pounds unassisted on a regular basis such as storing, setting up and cleaning up equipment and supplies. Manual dexterity and coordination are required over 75% of the work period. Exposure to loud noise is low and never necessitates hearing protection. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Experience and training: Associates degree, **and** two years of experience group fitness instruction; **or** any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties. Nationally recognized certification as a fitness instructor, personal trainer, or specialty instructor preferred.

Necessary special requirements: Possession of or ability to obtain current first aid and CPR certificates within 30 days of hire; current certification and membership for all branded classes (ex. Zumba); ability to pass a criminal background check.

Sisters Park & Recreation District is an equal opportunity employer.

Updated 12/19/2024