

**Ken-Caryl Ranch Metropolitan District
Job Description**

Title: Fitness Instructor
Pay Range: \$16.81-\$30.00
Date of Update: January 1, 2021
Status: Non-Exempt
Classification: Variable Part-Time
Department: Fitness
Reports to: Fitness Coordinator

This Job Description outlines the basic requirements, duties, and general responsibilities of the position of Fitness Instructor. Unless modified by a written Employment Agreement, this position is “at-will,” which means the Ken-Caryl Ranch Metropolitan District (“District”) may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this job description are for reference only and shall not affect its interpretation. Unless expressly defined in this job description, all terms have the same meaning as defined in the Employee Handbook.

Job Summary:

Under the direction of the Fitness Coordinator, Fitness instructors are responsible for implementing and leading safe, effective, and engaging group fitness classes to participants of various age and fitness levels.

Essential Functions:

The following duties are an overview of the primary duties and responsibilities of the Fitness Instructor and should not be considered an all-inclusive list.

- A. Plan effective, enjoyable fitness classes for a participants of various fitness levels that include techniques safe for all participants, options for various levels, and avoidance of contraindicated movements.
- B. Implement and lead group fitness classes with proper execution of all moves throughout that are effective, motivating, safe, and audience and class appropriate.
- C. Employ all proper safety precautions for performance of fitness by staff and participants.
- D. Adequately care for and maintain all District property, equipment, and supplies and immediately report any issues to the Fitness Coordinator.
- E. Attend required meetings and trainings.
- F. Promotes overall fitness program.
- G. Consistently promote a positive, professional image of the District and provide excellent customer service at all times.

Required Experience:

- 1. Must be 18 years of age.
- 2. A minimum of one year experience in group fitness class instruction, *or* any combination of education and/or experience that provides the knowledge, skills, and abilities necessary for excellent job performance;

Knowledge, Skills, and Abilities:

- 1. Ability to work a schedule that will include evenings, early mornings and weekends as conditions or programming schedules might dictate.
- 2. Ability to read, write, speak, and understand the English language at a level adequate to perform the job.
- 3. Develop and maintain relationships with District employees, volunteers, the community, public agencies, and the private sector.

Special Requirements:

1. Current certifications in AED/CPR or the ability to obtain such certifications within sixty (60) days of employment
2. Possess and maintain Group Fitness Certification from an accepted national certifying organization including: ACE, AFAA, ACSM, NASM.
3. Possess a specialized certification if appropriate; i.e. Barre, Yoga, Kickboxing, Zumba, Cycling.

Work and Physical Requirements:

This position requires work in a variety of locations and conditions, including but not limited to, the Community Center and Dakota Lodge, the District's parks and recreational facilities, and other similar inside and outside work areas.

Working Environment

1. Moderate physical activity will be required frequently.
2. Work will be required outdoors in all weather conditions.
3. Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces and proximity to moving mechanical equipment.
4. Use of sensory activities, such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision will be required frequently.
5. Work will involve periods of high physical, mental and/or emotional stress.

Physical Requirements

1. Have ability to lift, move and carry objects in excess of fifty (50) pounds frequently.
2. Have ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motions.
3. Be able to work evenings, holidays, and weekends as needed.