



**BISMARCK
PARKS AND
RECREATION
DISTRICT**

JOB DESCRIPTION

JOB INFORMATION

Title: Group Fitness Instructor
Fitness Class Instructor

Classification: Seasonal Employee - Non-Exempt

Salary Range: DOE
Salary adjustments are determined on an annual basis by the Board of Park Commissioners

Supervisor (s): Works under the general and detailed supervision of the Fitness/Wellness Center Specialist, Aquatic and Wellness Center Manager and the BSC Aquatic and Wellness Center Full-Time Staff.

JOB SUMMARY

Responsible to plan, organize and instruct group fitness classes and activities.

RESPONSIBILITY/ACCOUNTABILITY

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

ESSENTIAL FUNCTIONS

Knowledge of and ability to operate stereo, microphone and associated group fitness equipment.

Ability to effectively communicate verbally and in writing.

Worker is required to maintain records and reports relating to facility and program needs, including participant usage records.

Ability to work varied hours in include early mornings, days, and evenings to include weekends and holidays.

Understand, interpret and communicate policies, procedures and accepted standards of parks and recreation facility operation.

2/21/2017

Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

Worker will represent the Bismarck Park District in a positive manner at all times.

Worker will assist individuals and groups as needed within the policies and procedures of the Bismarck Park District.

OTHER DUTIES

Worker is responsible for personal neatness and attire.

Worker is to inform supervisors prior to running out of supplies.

Staff is representing the Bismarck Park District on and off the job when on the Park District payroll – Staff are asked not to wear staff shirts or uniforms in any non-tasteful establishments or manner.

JOB SPECIFICATIONS

Must have a current group fitness certification.

Certifications in CPR/AED.

Must be able to read, understand and interpret reports, manuals and to comprehend oral or written instructions.

Physical ability to instruct participants in a group fitness class.

Ability to prepare written reports, and report problems and repairs to the proper person.

WORKING CONDITIONS

Worker is required to be on time. Absences must receive prior approval of supervisor.

Work is primarily indoors, but must be able to work in all weather conditions.

Employee is required to work early mornings, nights, weekends and/or holidays on a rotating or as needed basis.

Requires a positive attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.