



## Job Description

Job title: Fitness Instructor; In-person  
Department: Fall Prevention Program  
Reports to: Fall Prevention Program Manager  
Revised: December 2023  
FLSA Status: Non-Exempt  
Pay: \$22.35 - \$28.00/hour

### General Description

The Fitness Instructor will lead physical fitness classes to older adults at centers located in the East Bay. Classes will be evidence based programs that focus on balance, cardio, flexibility, and strength training. The Instructor will provide detailed instruction on proven techniques and methods of Fall Prevention and ensure each participant is following the program.

We strongly encourage you to apply if you are from a marginalized or underrepresented group. Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – we suggest, please apply anyway. We don't believe in a "perfect" candidate - if you believe this is a role that you'll be excited to work in every day, want to be a part of a culture like ours, and show aptitude to learn while doing, please apply.

### Primary Responsibilities

- Instruct Fall Prevention group fitness classes for seniors 60+
- Assist participants in getting equipment for the class
- Educate participants on proper and safe exercise form
- Enforce safety policies and procedures in group fitness activity areas
- Educate participants in fall risk awareness and prevention

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- Attend continuing education workshops offered by Spectrum, our community partners and other affiliated organizations
- Register new participants
- Maintain and compile class attendance information daily
- Report participant fall information using computer program as assigned
- Consult participants who have experienced a fall, identify the cause of the fall, and make recommendations about preventing additional falls
- Attend required staff meetings, 1:1 meetings with FP program manager, training sessions and special events in person and virtually
- Work with Spectrum Information Technology specialists to resolve technical issues and maintain Spectrum owned electronic equipment
- Other duties as assigned

#### **We Need Someone Who Has:**

- Bilingual or Multilingual language skills highly desirable (Mandarin, Cantonese, Spanish)
- Experience in leading group exercise or physical therapy sessions
- Experience working with multi-ethnic, multilingual and diverse physical ability levels setting
- Ability to work both independently without close oversight, and as a member of a team.
- Currently possess or obtain approved evidence based program instructor certification, and complete other trainings as required by Spectrum within 90 days
- CPR and First Aid certification required
- Must have a valid CA Driver's License, car insurance that is acceptable to our insurance carrier, and/or reliable transportation
- The ability to pass a human performance evaluation (physical abilities test)

#### **Nice to Have:**

- B.S. in Kinesiology, Physical Education, Public Health, Physical Therapy, Recreational Therapy Nursing or related field, with emphasis on older adults and aging, or additional work in older adult fitness preferred
- Ability to create and modify documents using Google Suite, and Adobe Acrobat

#### **Physical Demands**

- Must have the ability to lead exercise classes 2-4 hours a day 2-5 days a week
- Must have the ability to move furniture and equipment needed for class

- Must have the ability to verbally assist a participant who has had a fall, and call 911 if needed
- Must be able to kneel, crouch, twist, squat, bend, pull, reach above head and to side
- Must have the ability to instruct aerobic activity for 20+ minutes per class
- Prolonged standing and/or walking may be required
- Quick and sudden movements may be required
- Must be able to lift 30lbs
- Clear, loud speaking voice for clear instruction to participants
- Must have the ability to assist participants with their weights and chairs before and during exercise class
- Must have the ability to instruct class while wearing a wireless microphone pack
- Must be able to hear class participants

### Work Environment

- Mostly indoor work; some outdoor events and classes
- Required to travel between locations by personal vehicle
- Temperature-controlled office environment
- Noise level typically quiet in the office, moderate at partner sites
- Travel within Alameda County

### General Competencies

#### *Interpersonal*

- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality
- Treat each Spectrum employee/manager as if they were an internal customer

#### *Organizational*

- Provide outstanding customer service to all internal and external customers
- Use and conserve organizational resources efficiently and effectively
- Prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment

- Follow or exceed organizational standards
- Adhere to company policies and procedures; support Spectrum's goals and values

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*