



Job Description

Job title: Fitness Instructor
Department: Fall Prevention Program
Reports to: Fall Prevention Program Manager
Revised: March 2017
FSLA Status: Non-Exempt

General Description

The Fitness Instructor will demonstrate techniques and methods of Fall Prevention. The Instructor will observe participants and inform them of corrective measures necessary to improve their skills. This position is directly supervised by the Fall Prevention Program Manager II.

Primary Responsibilities

- Instruct Fall Prevention group fitness classes for seniors 60+. Formats offered by the fitness program include, but are not limited to, balance, cardio, dance, flexibility, and resistance training.
- Arrive to class early to assist participants in getting equipment for the class, and take attendance
- Educate participants on proper and safe exercise form.
- Enforce policies and procedures in group fitness activity areas.
- Educate participants in fall risk awareness and prevention.
- Attend continuing education workshops offered by the fitness program.
- Create and modify documents using Microsoft Office.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing and filing
- Maintain hard copy and electronic filing system of participant information
- Register new participants
- Maintain and compile class attendance information daily
- Compile participant fall information to be reported
- Consult participants who have experienced a fall, identify the cause of the fall, and make recommendations about preventing additional falls
- Assist Program Manager in generating quarterly and bi-annual reports as needed
- Assist Program Manager in creation and presentation of Fall Prevention Workshops
- Other duties as assigned

Qualifications

- Must be bilingual (Mandarin and English)
- High School Diploma required.
- B.S. in Kinesiology, Physical Education, Nursing or related field, with either emphasis or additional work focus on Older Adults. Preferred
- Experience in leading group exercise or physical therapy sessions.
- Able to work with diverse communities
- Experience working in a multi-ethnic setting preferred
- Complete the Senior Fitness Association (SFA) Senior Group Fitness Instructor certification.
- All Fall Prevention Program employees are required to be trained in CPR and First Aid. For applicants that do not already possess these certifications, must be obtained within 3 months of hire.
- Must have a valid CA Driver's License, car insurance, and have reliable vehicle to drive.

Physical Demands

- Must be able to lift 50lbs
- Must have the ability to move chairs and weight equipment as needed for each class
- Must have the ability to assist a participant who has had a fall
- Must be able to kneel, crouch, twist, squat, bend, reach above head and to side, pull, and balance; aerobic exercise for 30+ minutes; spot participants; and prolonged standing and walking.
- Quick and sudden movements may be required.
- Must have the ability to lead exercise classes 4 hours a day 5 days a week
- Must have ability to speak loud enough for group to clearly understand instruction.
- Must have the ability to assist participants with their weights and chairs before and during exercise class.

Work Environment

- The work is mostly performed indoors. Some outdoor events required.
- The office environment is temperature controlled
- The noise level in the office environment is usually quiet
- Travel between work locations by personal vehicle required.

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 policy and procedure; support Spectrum's goals and values

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.