Position Description
GROUP EXERCISE INSTRUCTOR
University Recreation & Sport Facilities (UR & SF)
Hilltop Recreation Center, University of Wisconsin-Eau Claire

Accountability
Reports to the Wellness Coordinator

Responsibilities
The Group Exercise Instructor is responsible for creating, providing, and monitoring safe and effective workouts for students, faculty and staff. These workouts can vary including anything from but not limited to: weight lifting, cycling, pool exercises and cardio.

Specific Duties
• Be responsible for no more than five (5) classes per week
• Create workouts that pertain to designated group (always providing modifications)
• Provide clear and detailed written and verbal communication to the Wellness Coordinator, relaying any problems, questions, suggestions, or situations that may be of concern.
• Work your scheduled classes whenever possible; cover your shift by using the appropriate substitution procedure if it is not possible for you to work. When a substitute cannot be found you are expected to be on the job
• Provide help and support to other employees (Example: help sub for a class)
• Correctly fill out student time sheets
• Attended all meetings/trainings

Expectations
• Wear appropriate attire for the class you are instructing
• Be punctual to class, this means being at least five (5) minutes early, this will help you get to know your participants better and give you time to work out any problems that may arise
• Play appropriate music, and play it at a reasonable/respectful level
• Set a positive example for other staff members as well as participants in class
• CPR/First Aid and AED certifications are required
• Criminal Background Check will be required

Qualifications and Salary
Applicants must be self-directed individuals with a strong work ethic, a positive attitude, good customer service skills and the ability to work well with others. Applicants must be at least a part-time student (6 credits for federal work study, 1 credit for non-federal) with at least two semesters remaining at UWEC.

Base Wage
Division IV: $12.00 per hour

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