Group Fitness Instructor

2-7 hours/week • $16.34/hour

Develop and lead fitness classes. Instructors must feel comfortable in front of a group and be able to teach proper form and alignment for a variety of movements and exercises.

DUTIES AND RESPONSIBILITIES

• Available to teach a minimum of two weekly drop-in and/or virtual (via Zoom) group fitness classes in formats such as: Yoga, Zumba, Cycle, Bootcamp, HIIT, Water X, Group Strength, etc.
• Develop safe and effective class plans while following established protocols of Campus Rec and other recognized fitness standards
• Vary routines, music, and class plans throughout each term
• Educate participants on proper form, anatomy, and modification of moves
• Provide individual feedback to participants, including hands-on assists when appropriate
• Ensure safety standards are met and appropriate policies and procedures are followed
• Arrive early to prepare and set up and stay after class to put away equipment, lock closets and stereo, and be available for participant questions
• Greet each participant in a welcoming manner
• Inspire each participant to reach their fitness goals
• Create a positive exercise environment by utilizing inclusive language, promoting body positivity, and emphasizing emotional and social benefits of group fitness
• Responsible for ensuring class coverage when unavailable to attend by following established subbing protocol
• Track and report participant attendance
• Review and respond to GroupEx Pro Notices, Sub Requests, and Forum posts on at least a weekly basis
• Attend and actively participate in all mandatory staff meetings and training sessions
• Uphold Campus Rec’s mission, vision and values
• Report injuries, equipment needs, and other problems immediately to appropriate staff
• Maintain regular communication with the Fitness & Wellbeing Coordinator and/or Group X Student Coordinator(s)
• Handle any other duties as assigned by the Fitness & Wellbeing Coordinator and/or Group X Student Coordinator(s)

EXPECTATIONS

• Ability to develop and instruct 30-60 minute group fitness classes for students, faculty, staff, alumni, and other Campus Rec members on a weekly basis
• Ability to provide own music and class plans
• Comfortable leading a class of up to 40+ people
• Maintain current group fitness instructor and/or specialty certification(s) including obtaining CECs/CEUs as required
• Present self in approachable, friendly manner with a willingness to help a diverse range of participants
TYPICAL WORKING HOURS
2-6, 30-60 minute classes per week

WORKING CONDITIONS

- Work primarily indoors in ASRC multi-purpose room or from place of residence (virtual classes); may be in pool or outside depending on class content
- Regularly standing, walking, kneeling, and crouching
- May lift heavy weights and equipment in demonstration of equipment usage to participants
- Appropriate clothing that allows participants to see proper form and alignment

MINIMUM QUALIFICATIONS

- Nationally recognized group fitness instructor certification (ACE, AFAA), specialty certification (Zumba, Yoga, Pilates, etc.), or current enrollment in Campus Rec’s Group Fitness Instructor Training class required
- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average & maintain good academic standing throughout employment
- Commitment to Campus Rec’s mission, vision, and values statements
- American Red Cross standard first aid and CPR/AED certifications or obtain within 4 weeks of hire
- Must successfully complete a background check

PREFERRED QUALIFICATIONS

- Experience working with diverse populations
- Strong interpersonal, communication, and leadership skills
- Previous group fitness teaching experience
- Additional training in specialty formats may be required

TO APPLY

1. Complete the Campus Rec application, a cover letter, and resume describing your interest in the open position and any related experience.
   a. See https://www.pdx.edu/careers/writing-cover-letter for tips on how to write your cover letter.
   b. See https://www.pdx.edu/careers/writing-resume for tips on how to write your resume.
2. Email the application, cover letter, resume, and scanned certification(s) to crecjobs@pdx.edu with the subject line Application for Group X Instructor – last name.

NOTE: Applications accepted ongoing. Interviews to be held weeks 3-5 of each term.

If you need accommodations in filling out this application, please contact the Administrative Suite front desk at (503) 725-5217 or campusrec@pdx.edu.

Portland State University is an equal opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.