

# CAMPUSREC

## 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

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## 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](mailto: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](mailto:campusrec@pdx.edu).

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