

CAMPUS REC

Group Fitness Instructor

2-7 Hours/Week • \$17.15/Hour

5-10 Positions Available – Start Date: September 2021

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. **Highest need is for Yoga and Zumba.**
- 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+ participants of varying abilities

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Duties & Responsibilities - Continued

- **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

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 (*student applicants only*)
- Minimum 2.0 grade point average (undergrad) and 3.0 (graduate) and maintain good academic standing throughout employment (*student applicants only*)
- Commitment to Campus Rec's mission, vision, values, and dignity statements
- Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds
- Positive attitude
- Good communication skills
- Ability to work with people
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **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

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Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, cover letter, and a copy of relevant certifications** to the [Campus Rec Jobs email](mailto:crcjobs@pdx.edu) at crcjobs@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at ckwong@pdx.edu.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: Sunday, July 25, 2021 by 9:00 p.m.