

job posting

Position Title:	Group Fitness Coordinator (Part-Time Limited Position)	Department:	Health & Fitness Center
Salary:	\$23.00 - \$25.00 per hour for instruction, DOQ \$17.00 per hour for administrative duties	Scheduled Hours:	Days – variable (including weekends) based on scheduling needs
		3 hrs of instructing per week (based on scheduling needs) and 15 hrs administrative duties maximum per week (18 hrs total minimum per week)	

Position Summary:

Assists with hiring and training of Group Fitness Staff (approximately 20-25 staff members). Assists with creation of group fitness schedules for non-fee based classes. Teaches group fitness classes; and trains instructors in new and current exercise trends. Works with YWCA management staff to create and implement special events and ensure a high quality of customer service. Manages assigned operations and projects associated with services related to Group Fitness staff, with a focus on meeting organizational goals and outcomes.

Position Responsibilities:

* Under the supervision and guidance of the Fitness Supervisor, perform the following:

1. Assists with hiring and training of a qualified staff of Group Fitness Instructors. Give feedback to instructors regarding performance to ensure highest quality of service to members.
2. Train instructors in new and current Group Fitness trends. Continually inform instructors of upcoming workshops. Provide handouts and articles about fitness-related information. Conduct workshops, trainings and presentations for instructors on new class formats and teaching ideas.
3. Supply updated information to instructors regarding programming via newsletter. Provide written weekly announcements for instructors to share in all classes. Communicate to Group Fitness Instructors regarding program schedule.
4. Teach 2-4 aerobic classes per week. Be available to cover classes as needed.
5. Monitor instructors and facilities to ensure highest possible level of safety/cleanliness for class participants. Assist with documentation of instructors' performance, and provide supplemental documentation on performance to Fitness Supervisor. Maintain studios and equipment; purchase equipment as needed. Communicate to appropriate staff when studio maintenance repair is required.
6. Work closely with YWCA management staff to create, plan and implement new programs and special events. Meet with the Fitness Supervisor and other Health & Fitness Center management as necessary to create and plan events for members.
7. Produce timely group fitness schedules. Create and plan quarterly class schedules; revise as needed. Revise monthly spinning schedule. Adjust schedules seasonally and based on needs of members.
8. Schedule and facilitate quarterly and training meetings for group fitness staff. Assist with conducting meetings to discuss scheduling, program issues and training to enhance instructor skills. Teach CPR classes to YWCA staff quarterly.
9. May be required to administer first aid.

Qualifications:

Education: Associate's Degree or equivalent degree in Exercise Science, Exercise Physiology or related disciplines required. Professional development in supervisory management is highly desired.

Certifications and Licensure: National Aerobic Certification [ACE, AFFA, or NETA] (required)
First Aid (required)
CPR/AED Professional Rescuer (required)
Madd Dogg Spin Certification (preferred)

Work Experience: 24+ years of experience teaching aerobics. Experience in a non-profit setting focusing on creating opportunities for women's growth, leadership and empowerment, and elimination of racism or a related mission is highly desired.

Other Qualifications:

- Tight deadlines
- Call-in short notice
- Interruptions to work flow
- Dealing with confidential information
- Work activities of a seasonal/cyclical nature
- Work subject to precise measures of quality or quantity
- Concentrated attention over an extended period of time (e.g. 4 plus hours)
- Agree to mandated child abuse reporting guidelines

The YWCA St. Paul offers competitive salary and benefits for eligible positions. The YWCA is an Affirmative Action/Equal Opportunity Employer.

To apply, send letter of interest, resume, and salary requirements to:

Human Resources, YWCA St. Paul fax: (651) 222-6307
375 Selby Avenue email: hr@ywcaofstpaul.org
St. Paul, MN 55102 phone: (651) 222-3741

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