

CITY OF LAKE JACKSON
JOB DESCRIPTION

APPROVAL DATE:
REVISION DATE: 02/11/2011

JOB TITLE:	Aerobics Instructor	PAY CLASS:	Temporary/Seasonal
DEPARTMENT:	Recreation	PAY GRADE:	940
DIVISION:	Parks and Recreation	FLSA:	Non-Exempt
SUPERVISOR:	Facility Assistant - Leagues & Programs	JOB NO:	37872

BASIC FUNCTION: The Instructor is responsible for teaching or conducting either a specific or a variety of Aerobics programs.

PRINCIPAL RESPONSIBILITIES:

1. Plan course syllabus and teaching methods.
2. Document and/or report on progress of students.
3. Instruct students verbally and by demonstration in proper techniques in the particular field of instruction.
4. Provide assistance in scheduling programs and obtaining proper equipment as needed.
5. Administer resuscitation, first aid and rescue if necessary and appropriate.
6. Perform other related duties as assigned.

TYPICAL DECISIONS: The Instructor uses professional judgment in choice of appropriate class materials and instruction methods.

MINIMUM QUALIFICATIONS:

Knowledge: Good working knowledge of field of instruction, including knowledge of current and innovative techniques of instruction; good working knowledge of life-saving practices and first aid.

Skills: Ability to perform respective program discipline; ability to assess progress of students and take appropriate steps to ensure successful participation and beneficial in program classes. Ability to provide instructions precisely and clearly; ability to relate positively to persons in all age groups.

Education: Appropriate training in field of instruction and life-saving and first-aid techniques

Experience: One year experience in instruction of aerobics programs.

Licenses and Certificates: Certification in first aid and CPR (may obtain certification within 12 months of appointment to the position).

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.