

UW HEALTH JOB DESCRIPTION

HEALTH/FITNESS INSTRUCTOR SPEC

Job Code: 930012	FLSA Status: Non-Exempt	Mgt. Approval: Swain/Schick/Kunz	Date: 2/2017
Department:		HR Approval: CMW	Date: 2/2017

JOB SUMMARY

The Health/Fitness Instructor Specialty is responsible for leading safe and effective group exercise programs on behalf of the UW Health. The position has primary responsibility for preparing and leading classes including, but not limited to, Yoga, Pilates, and/or Tai Chi.

As a Health/Fitness Instructor-Specialty, the highest level of professionalism, organizational commitment and leadership qualities will be expected. Incumbent performs his/her job demonstrating technical ability, understanding of job expectations and compliance with organizational policies and procedures.

MAJOR RESPONSIBILITIES

A. Instruction

- Lead safe, effective classes with appropriate variety and progression.
- Motivate participants and strive for perfect participation adherence.
- Be aware of the medical history of each participant and modify lesson plan accordingly.
- Begin and end classes on time.
- Provide an education component to class.
- Be observant and sensitive of participants' needs.
- Make necessary announcements to keep participants informed of registration, policy changes, etc.
- Complete occurrence screens when necessary.
- Assist participants in decision-making regarding class changes and make-ups.
- Maintain accurate attendance reports for each class.

B. Preparation and Practice

- Observe, practice, research or study as necessary to acquire skills/knowledge for each class.
- Prepare appropriate lesson plans for each appointed class.
- Arrive at least 10 minutes prior to class starting time to set-up equipment and greet participants prior to each class.
- Return all equipment to its appropriate storage location, and insure area is tidy and clean before leaving.
- Perform walk-through clean up of locker room after class.
- Follow established procedures for finding substitute instructors.
- Maintain an updated class file each session containing medical history information on each participant.
- Report equipment and facility failures to supervisor.

C. Meetings and Trainings

- Attend training sessions and staff meetings.
- Participate in performance review process.
- Attend conferences and symposiums, as available.
- Maintain current CPR certification and renew other certifications, as necessary.

PERFORMANCE MEASURES:

- Programs and services conducted to achieve the mission of UW Health of patient and family care, education, research, and community outreach.
- Programs must enhance the credibility of the Sports Medicine program both in the community and on a national level.
- Effectiveness of the programs and services are evaluated through user surveys and performance evaluations at which time changes and improvements are made.

All duties and requirements must be performed consistent with the UW Health Organizational Performance Standards.

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JOB REQUIREMENTS			
Education	Minimum	HS Diploma or equivalent.	
	Preferred	B.S. degree in exercise science or related field	
Work Experience	Minimum	Experience as a personal trainer or teaching group exercise classes	
	Preferred	One (1) year teaching group exercise classes	
Licenses & Certifications	Minimum	Current CPR/AED	
	Preferred	Certification as instructor in specialty area	
Required Skills, Knowledge, and Abilities		Classes are scheduled from 6:00 AM - 10:00 PM, Monday through Friday and on weekends. Special events may be assigned, as needed. This is a temporary position, with wages being paid when classes are in session (approximately 44 weeks per year).	
AGE SPECIFIC COMPETENCY (Clinical jobs only)			
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.			
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,			
	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)
JOB FUNCTIONS			
Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.			
PHYSICAL REQUIREMENTS			
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>			
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/> Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input type="checkbox"/> Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input type="checkbox"/> Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input checked="" type="checkbox"/> Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
<input type="checkbox"/> Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.