Finley Recreation Center

Student Group Exercise Instructor

**Department:** Finley Recreation Center

**Purpose:** Leading group exercise classes held at the Finley Recreation Center

**Pay Rate:** $15.00

**Schedule:** To be determined – Hours are 6am to 10pm Monday through Friday, 8am to 8pm on weekends and are subject to change.

**Job Description & Responsibilities:**

* Group exercise instructors will teach scheduled classes in the Finley Recreation Center
* Must be certified to teach the specific class
* Must take attendance at the beginning of each class and bring attendance sheets to the Front Desk Staff
* Complete appropriate time sheet after each class
* Experience working as a group exercise instructor highly recommended
* Being able to communicate if a class is going to be cancelled within appropriate amount of time
* Proven dependability and availability to work evenings and weekends
* Ability to communicate effectively with attendees and supervisor
* Demonstrated ability to explain proper form and technique
* Must possess outstanding customer service skills
* Must be a team player and willing to work as a committed member of the Finley Recreation Center team
* **CPR Certification and First Aid Certification required** (can obtain after getting hired)

**Job Requirements and/or Qualifications:**

* To be a positive representative of the Finley Recreation Center and act as a liaison for clients and professional staff.
* Responsible for holding weekly exercise classes, take attendance, and report when class will be cancelled
* Must be able to consult with the Finley Recreation Center’s professional staff on all matters.
* Consistently work to maintain a safe environment for clients.
* Make decisions based on established policies and procedures using sound judgment.
* Responsible for performing other duties as assigned by the Finley Recreation Center’s professional staff.

**Employment Agreement:**

As a representative of UNE, you are expected to be a role model, exhibiting appropriate behavior at all times. Violations of the University Conduct Code may either prevent your selection for this position or terminate your employment.

The above job description has been fully explained to me by my immediate supervisor. I understand that I will be part of Finley Recreation Center Employment team. I understand the duties as outlined and agree to carry out these responsibilities upon acceptance of this position.

I understand that I if I breach any of the expectations above, I will be undergo a “three strike” discipline system that includes the following steps if behavior does not improve:

· A verbal warning and meeting with my lead or staff supervisor(s)

· A written warning and meeting with my lead or staff supervisor(s)

· Termination of employment

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_**

I have thoroughly discussed the job description and expectations of this position with the student employee whose signature appears above. I agree to provide the training necessary to carry out the above functions successfully.

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_**

**Supervisor(s):** Colleen Lundgren, CSCS, CPT, WFR

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**Supervisor(s):** Judy Vezina

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