GROUP EXERCISE INSTRUCTOR

PURPOSE
SRC Group Exercise Instructors are responsible for developing individual lesson plans, being familiar with various styles of class formats, supervising class participants, and leading instructional sessions. The staff teaches a variety of classes and is responsible to ensure participant safety.

SUPERVISORY DUTIES AND RESPONSIBILITIES
- Lead exercise and instructional sessions and classes; supervise participants.

PROGRAMMATIC DUTIES AND RESPONSIBILITIES
- Develop individual lesson plans.
- Maintain competencies and remain current in trends of area of expertise.
- Respond to all injuries and assist in immediate first aid and proper emergency procedures.
- Regularly inspect equipment and report any safety or maintenance needs.
- Keep instructional area organized, clean, and inviting.
- Communicate maintenance, custodial, or security issues to appropriate SRC personnel.
- Educate participants and student staff; adhere to, and enforce, all policies and procedures.
- Maintain familiarity with evacuation plans and assist during major emergencies.

ADMINISTRATIVE SUPPORT DUTIES AND RESPONSIBILITIES
- Provide support to the Director and Coordinators on specific projects as needed and assigned.
- Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times.
- Serve as a role model to other student staff and participants.
- Provide positive public relations and policy education to participants.
- Attend and contribute to all mandatory staff meetings, workshops, and retreats.
- Provide a friendly, inclusive, service-oriented environment for all staff and participants.
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
- Maintain a positive relationship with staff and co-workers.
- Demonstrate commitment to student development and leadership.
- Maintain high standards and achieve high expectations.
- Maintain prompt hours and follow absence procedures.

QUALIFICATIONS
- Currently enrolled CSUB student with at least 8 undergraduate units and a minimum G.P.A. of 2.0, or graduate student with at least 4 graduate units and a minimum G.P.A. of 3.0.
- Professional instructor certification in related field or prior training.
- Knowledge of anatomy, physiology, muscular function, exercise program implementation, safe group exercise procedures, and proper use of related class materials and equipment.
- Ability to learn new formats and propose new classes to add to the schedule.
- Extensive knowledge of classes being taught.
- Certification in CPR, AED, and First Aid from either the American Red Cross or the American Heart Association within 30 days of hire.
- Previous experience in supervising and leading individuals in an instructional environment.
- Demonstrated ability to be highly organized and possess strong planning skills.

PLEASE TURN PAGE OVER FOR ADDITIONAL INFORMATION
• Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
• Excellent oral and written communication skills.
• Willingness and ability to work early morning, night, weekend, finals, and quarter break hours.

CLASSIFICATION AND COMPENSATION
Student Assistant III - $12.00 per hour. 3-10 hours per week.

APPLICATION PROCESS AND DEADLINE
Applications can be found at the Student Recreation Center Welcome Desk, or online at http://www.csub.edu/reccenter/employment.shtml. Included in the application is the "Tips for Applicants" sheet that will help prepare candidates for the selection process.

Completed applications are due on mmm/dd/yyyy by 5:00 p.m. to the Student Recreation Center Welcome Desk.