



## **GROUP EXERCISE INSTRUCTOR STUDENT RECREATION CENTER**

### 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 Assistant Director 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 2.0 G.P.A. or graduate student with 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/First Aid.
- Previous experience in supervising and leading individuals in an instructional environment.
- Demonstrated ability to be highly organized and possess strong planning skills.
- 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.

**PLEASE TURN PAGE OVER FOR ADDITIONAL INFORMATION**

CLASSIFICATION AND COMPENSATION

Student Assistant III - \$12.00 per hour. 10-20 hours per week.

APPLICATION PROCESS AND DEADLINE

Pick up, complete, and return an application packet at the Student Recreation Center Welcome Desk, Career Development Center, or online at [www.csub.edu/cdc](http://www.csub.edu/cdc) - click on RunnerLink. Included in the application is the "Tips for Applicants" sheet that will help prepare candidates for the selection process.

Completed applications are due by **XXXXX by 5:00 p.m.** to the Student Recreation Center Welcome Desk.

