



EMPLOYEE NAME:		
Job Title: Enhance Fitness Instructor	FLSA Status: Non- Exempt	Department/Location: AWC/Olympia/Lacey
Reports To: Senior Centers Director (Olympia site) Lacey Senior Center Manager (Lacey site)	Pay Grade and Salary Step: Step 1 on Salary Schedule; has range of \$13.69 to \$17.50 as of 12/10/20.	Revision Date: 12/10/20

POSITIONS REPORTING TO THIS POSITION:

JOB SUMMARY:
Leads the Enhance Fitness class for beginning and more advanced ability levels.

- DUTIES**
1. Leads group exercise on a weekly basis, paying special attention to ensure that the participants are doing the exercises properly.
 2. Ensures all equipment is in safe, working order.
 3. With the assistance from volunteers, makes sure attendance forms are filled out properly, and all Enhance Fitness paperwork is in order.
 4. Data entry into ODES database, including Participant Information, Health History, and Fitness checks for each participant, and follow up tests every 6 months for each participant.
 5. Participates in staff meetings, in-service trainings and other trainings.
 6. Performs other duties as required.

LICENSES OR CERTIFICATION REQUIREMENTS AND PREFERENCES

REQUIRED: Must be bondable. Must pass Washington State Patrol Background Check. Certification in CPR, valid Washington State Driver's license and insurance. Must have a certificate of completion for the Enhance Fitness training. Group exercise certification is also required.

PREFERRED: N/A

EDUCATION REQUIREMENTS AND PREFERENCES:

REQUIRED: High School diploma

PREFERRED: Associate's degree in physical fitness

JOB EXPERIENCE REQUIREMENTS AND PREFERENCES:

REQUIRED: One year experience working in a group exercise setting.

PREFERRED: One year experience working with seniors in a group exercise setting.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge

- Principles and processes for providing customer and personal services.
- Principles and methods for curriculum and training design.

Skills

- Talking to others to convey information effectively.
- Giving full attention to what other people are saying, taking time to understand the person and answering questions when appropriate
- Teaching others how to do something,
- Being aware of others reactions and understanding why they react s they do.
- Selecting and using training/instructions and new procedures appropriate for the situation.

Abilities:

- Good oral comprehension.
- 1. Good oral expression.

WORKING ENVIRONMENT AND CONDITIONS:

Duties performed in a gym or classroom adequately sized for group exercise.

Travel to attend meetings and training sessions is required.

PHYSICAL ACTIVITY REQUIREMENTS OF THIS POSITION:

N = Not at all O = Occasionally (1-33%) F = Frequently (34-66%) C = Continually (67-100%)

In a standard work shift, employee is required to and must be able to perform in this job, the following physical activities with or without an accommodation:

1. Lift (floor to waist)		16. Walk	F	
a. Up to 10 pounds (sedentary)	F	17. Stand (Continuous)		
b. 11-20 pounds (Light)	F	a. 30 minutes	F	
c. 21-50 pounds (Medium)	N	b. 60 minutes	F	
d. 51-100 pounds (Heavy)	N	c. 1-3 hours	N	
e. >100 pounds (Very Heavy)	N	d. 3-6 hours	N	
2. Lift (over head)		18. Repetitive Activities (continuous)		
a. Up to 10 pounds (sedentary)	O	a. 30 minutes	N	
b. 11-20 pounds (Light)	O	b. 60 minutes	N	
c. 21-50 pounds (Medium)	N	c. 1-3 hours	N	
d. 51-100 pounds (Heavy)	N	d. 3-6 hours	N	
e. >100 pounds (Very Heavy)	N	Medical Demands	Yes	No
3. Client Lift/Transfer: (weight per employee)		1. Alertness	Y	
a. <50 pounds	N	2. Precision	Y	
b. >50 pounds	N	3. Analytic Ability	Y	
c. > 100 pounds	N	4. Problem Solving	Y	
d. >150 pounds	N	5. Memory	Y	
4. Carry		6. Communication	Y	
a. Up to 10 pounds (sedentary)	O	7. Creativity	Y	
b. 11-20 pounds (Light)	O	8. Concentration	Y	

c. 21-50 pounds (Medium)	N	9. Judgment	Y	
d. 51-100 pounds (Heavy)	N	10. Imagination	Y	
e. >100 pounds (Very Heavy)	N	11. Initiative	Y	
5. Push or pull		12. Patience	Y	
a. Up to 10 pounds (sedentary)	O	Work Environment	Yes	No
b. 11-20 pounds (Light)	O	1. Inside work	Y	
c. 21-50 pounds (Medium)	O	2. Outside work		N
d. 51-100 pounds (Heavy)	N	3. Vibration		N
e. >100 pounds (Very Heavy)	N	4. Wet/humid		N
6. Climb (stairs) - climb & descend	O	Hazards: Situations in which the individual is exposed to definite risk of bodily illness/injury	Yes	No
7. Reach	F	1. Mechanical		N
8. Stoop or bend	F	2. Electrical		N
9. Crouch	F	3. Burns		N
10. Kneel	F	4. Frequent Travel		N
11. Handle or feel	F	5. Long/irregular hours		N
12. Talk	C	6. Cramped/confined work area		N
13. Hear	C	7. Blood borne pathogens		N
14. See	C	8. Moving machinery		N
15. Sit (continuous)				
a. 30 minutes	F			
b. 60 minutes	N			
c. 1-3 hours	N			
d. 3-6 hours	N			

Since it is difficult to identify all essential functions of a job because of changes in the workplace, this job description will be reviewed periodically to ensure it is accurate and up-to-date.

I, _____, acknowledge I have received a written copy of this job description. I acknowledge I am able to perform, with or without a reasonable accommodation,* the essential duties of this position. *If an accommodation is required, contact Human Resources to start the interactive process.

Employee Signature

Date Signed

Manager/Supervisor Signature

Date Signed

ED Signature

Date Signed

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require other or different tasks be performed as assigned.