

**Neighborhood Centers Inc.  
Job Description**

**JOB TITLE: ACES Fitness Instructor**

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**Exempt (Y/N): NO**

**LOCATION: Senior Centers**

**SUPERVISOR: Program Coordinator**

**DIVISION: CBI**

**DEPARTMENT: Senior Services**

**SALARY GRADE: TBA**

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**SUMMARY: In this research based program, teach an older adult curriculum (Lifetime Fitness Program) that includes flexibility, aerobics strength and balance training.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. Management retains the discretion to add or change the duties of the position at any time.**

- **Organize class space for fitness program sessions.**
- **Demonstrate, explain, and lead proper exercise activities.**
- **Provide pertinent information about safety precautions regarding exercising and weight lifting.**
- **Adapt exercises for the level of strength/frailty of each participant in accordance with the Lifetime Fitness Model.**
- **Participate in training opportunities provided by the Lifetime Fitness Program (LFP) sponsors.**
- **Complete administrative record-keeping functions that include but are not limited to: enrollment forms, physician notification letters, class roster report, and evaluations.**
- **Instruct participants about the importance and relevance of outcome testing.**
- **Perform outcome testing per prescribed protocols.**
- **Assess and evaluate tools and processes.**

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION**

Associates Degree with 1-3 years teaching/working fitness classes or 3-5 years experience and/or training/working in Health Education, Recreation, Physical Therapy, Exercise Physiology, Kinesiology, or closely related field; or equivalent combination of education and experience. Knowledge of teaching a fitness class at various age/skill/disability levels required.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as data forms and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

### **GOAL/PROBLEM SOLVING SKILLS:**

Ability to define realistic, specific goals and objectives and to prioritize objectives; start and persist with specific courses of action while exhibiting high motivation and a sense of urgency; use a systematic approach in solving problems through analysis of the problem and evaluation of alternative solutions.

### **LEADERSHIP/MOTIVATIONAL**

Ability to work with the older population in such a manner as to build high morale and commitment to goals and objectives; create positive energy (motivation); communicate with others in a warm and helpful manner while simultaneously building credibility and rapport; influence the actions and opinions of others in a desired direction; exhibit judgment in leading others to worthwhile objectives.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Texas Drivers License and good driving record, currently recognized Fitness Certification (ACSM, ACE or NSCA)

### **OTHER SKILLS and ABILITIES:**

- At least 6 months of hands-on leadership exercise or an academic background in exercise science, physical education or related to health field.
- Experience in working with older adults and knowledge of diseases/disabilities, special needs and issues pertaining to the older population.
- At least 6 months experience in volunteering or teaching an exercise class.
- Basic motivational and counseling techniques.

- **Store all equipment and return room to its original arrangement.**

#### **PHYSICAL DEMANDS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**While performing the duties of this job, the employee is required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.**

**The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.**

#### **WORK ENVIRONMENT**

**The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**While performing the duties of this job, the employee occasionally works in outside weather conditions.**

**The noise level in the work environment is usually moderate.**