



Position Description

Job Title	Wellness Instructor
Department	Senior Center
Employment Status	Part time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for planning and instructing fitness programs and activities of interest to our seniors. This employee will have frequent contact with senior citizens and other senior center and city employees.

Supervision

Received	Senior Center Coordinator
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Plan, Implement and evaluate fitness and activity programs based on senior needs, abilities and desires with direction from the senior center coordinator.
- Receive certification in any programs that are evidence-based or offered by and accredited program within one year of hire.
- Maintain knowledge, certifications and skills for the fitness and activities of interest.
- Set up the exercise or activity room to match the needs of the programs population.
- Communicate effectively with all participants as well as any needs/equipment to the senior center coordinator
- Maintain confidentiality and paperwork as needed for participants

Other Job Functions

- Attend required meetings and participate actively in any work, group or community assignments.
- Provide assistance with the front desk and phones and senior center programs.
- Participate in community events and advertising/marketing of programs.
- Performs related duties as assigned.

Requirements of Work

- High school education or more is preferred
- Background in wellness, fitness, activities or health.
- Willingness to become certified or maintain certification in programs that require such

Knowledge of

- The Department's policies, rules, regulations and functions.
- The use of computers and various software programs.

Ability to

- Relate to and communicate well with people; particularly senior citizens.
- Establish and maintain effective working relationships.
- Multitask and work in an environment that is changing frequently

Skill in

- Oral and written communications.
- Promoting a positive environment for program participants, employees and volunteers.
- Interpersonal relations.

Necessary Special Requirements

Valid Wisconsin driver's license; ability to pass a criminal and financial background check; Certified CPR and First Aid.

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.

- The employee is required to walk; climb or balance; stoop, kneel, crouch, or crawl per the activity requirement.
- While performing the duties of this job, the employee frequently is required to sit, stand, talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.