



JOB INFORMATION

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|-------------------|----------------------------|
| Job Code: | 131010 |
| Job Title: | Fitness Instructor |
| FLSA Status: | Non-Exempt |
| Supervisory: | |
| Job Family: | Health and Wellness |
| Job Family Group: | Health and Social Services |
| Management Level: | 7 Individual Contributor |

JOB SUMMARY

Develops and leads safe and effective group fitness classes (e.g., strength training, cardio, dance) for participants with a variety of skills and abilities. Promotes and models positive self-image and lifestyle habits, maintains fitness equipment and facilities, and initiates emergency response procedures as needed.

JOB QUALIFICATIONS:

Education

| Req | Pref | Degree | Field of Study |
|-----|------|-------------------|----------------|
| | X | Bachelor's degree | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| Req | Pref | Work Experience | Experience Level |
|-----|------|-----------------|------------------|
| | X | 1 year | |
| | X | 3 years | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|---|
| X | | Ability to effectively direct and monitor the activities of others. |
| X | | Demonstrated ability to effectively communicate with constituents. Effective planning and organization skills. |
| X | | Strong leadership qualities as well as excellent motivational, communication and team building skills. |
| X | | Ability to adhere to work rules, follow directions, use time effectively and work productively without close supervision. |

Certifications

| Req | Pref | Select Certifications | Enter Additional Certifications |
|-----|------|-----------------------|--|
| X | | | Certification |
| X | | | Adult CPR, AED and First-Aid certified. |
| | X | | Group Exercise Instructor certification (ACE®, AFAA®, NETA®, ACSM®, ISSA® or comparable). |
| | X | | An advanced/master level certification/specialty training from a nationally recognized school or certifying agency (YogaWorks®, Peak Pilates®, Spinning®, Zumba®, TRX® or comparable). |

Other Job Factors

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|---|--------|-----------|----------|-----|
| Develops and leads safe and effective group fitness classes (e.g., strength training, cardio, dance) for participants with a variety of skills and abilities. Demonstrates proper form, alignment, and modification for movements and exercises, and provides feedback to participants throughout the class. Records virtual fitness content as required. | | | | |
| Promotes and models positive self-image and lifestyle habits and works to inspire students to reach their fitness goals. Facilitates one-on-one and small group classes as needed. | | | | |
| Maintains fitness equipment and facilities, ensuring all are clean and safe for patron use. Ensures that safety standards are met and that appropriate policies and procedures are followed. | | | | |
| Stays up to date with rules, policies, and procedures and initiates emergency response procedures as needed. Completes incident reports, reports injuries, and documents equipment issues as needed. | | | | |
| Stays up to date with health and fitness methods. Promotes and supports fitness-related programs, services, and projects as required. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics. | | | | |

Other Requirements

| Essential: | Emergency Response/Recovery | Essential: | Mandated Reporter |
|--|--|------------|---|
| | In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/ |
| Campus Security Authority (CSA) | | | Essential: |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/ | | | |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.