

Job Title: Group Fitness Instructor

Date: July 18, 2023

Faculty/Admin Area: Active Living

Department/Unit: Health and Wellness

Start Date: September 2023

Competition Closing Date: September 30, 2023

Email applications to fitness@ucalgary.ca

Nature of the Work

The University of Calgary's Active Living department is one of the largest and most diverse recreation departments based on a North American campus. Active Living has a team of 40 full time and up to 600 part time staff. On an annual basis our staff handle 47,000 registrations in over 75 recreational and sporting activities and provide facility access to over a million users to our facilities: North America's largest Outdoor Centre with climbing and bouldering walls, a gymnastics centre, an Olympic sized pool, a fitness centre with 200 m track, Canada's largest university racquet centre, five gymnasiums and access to the Olympic Oval. The Outdoor Centre also provides its students and community over 16,000 outdoor equipment rental orders each year. Active Living's vision is to enrich our community by providing exceptional experiences through our facilities, programs, and services fostering lifelong active living for all.

The Health and Wellness unit offers a wide range of programs and services to support individuals in the attainment of an improved quality of life and optimal health. Programs and facilities in this area include fitness centres, group fitness classes, adapted and rehabilitative programming, and personal and group training. Facilities and programming are available to students, faculty, staff, and the general public. The area is led by a team of health professionals that include Clinical Exercise Physiologists, Certified Personal Trainers, and Kinesiologists.

The Group Fitness programs offer a variety of instructor-led group exercise classes, with 30-40 sections typically scheduled per term.

This position is considered a Non-Classified Teaching (NCT) position and reports to the Coordinator, Personal and Group Fitness. Fitness Classes are generally scheduled by term, with each class running once per week for up to 14 weeks. Group Fitness classes run year-around, with peak periods running from September to December and January through April. Hours are not guaranteed and will be scheduled by the Coordinator, Personal and Group Fitness based on current class offerings and operational need.

This position will involve moderate physical demands in relation to exercise demonstration, participation, and leadership.

Primary Purpose of the Position

- To design and teach fun, energetic, and engaging group fitness classes, specific to one's scope, expertise, experience, and certifications
- To provide exercise modifications and progressions for participants specific to their fitness level and need
- To provide top notch customer service
- To provide an inclusive and welcoming space for all Active Living class participants to safely engage in physical activity specific to the class outline
- To represent Active Living in every point of contact with a client and while at the University of Calgary
- To showcase Active Living's core values of respect, inclusion, integrity, leadership, and fun
- To be knowledgeable of other fitness classes and programming available at the Active Living Centre

Qualifications/Expertise

- Group Fitness Certification - current
 - AFLCA (preferred), CanFit Pro, ACE, or equivalent
- Minimum one year group fitness teaching Experience
- Specific certification depending on class type. Examples could include (but not limited to):
 - Barre specific certification
 - Yoga Teacher Training
 - TRX Suspension Training
- Standard First Aid (valid within the last 3 years)
- CPR-C (valid within the last 3 years)
- A reasonable level of fitness, in conjunction with leading fitness classes; the ability to perform / demonstrate exercises within the scope of class teachings
- Proficient with Microsoft Office applications (Teams, Outlook)

Accountabilities, Tasks, and Duties

- Prepare class plans on your own time and only for those classes of which you are certified
 - Standard classes are 50 minutes in length (though class lengths are at the discretion of the Coordinator, Personal and Group Fitness)
 - Must include a warmup, cool down and approximately 30-35 minutes of group exercise specific to the class outline (based on a standard class length)
 - Set up of equipment prior to class and clean-up after class is expected (within reason) and time to do so is considered a part of class time
 - Progressive planning throughout the term to ensure participant challenge and success
- Deliver fitness classes to participants
 - Be in studio at least 15 minutes prior to class for set up
 - Take attendance and ensure participants match class lists; troubleshoot and report any discrepancies to the Coordinator, Personal and Group fitness promptly
 - Ensure studio and equipment is clean, tidy, and safe for use prior to the beginning of class and at the completion; troubleshooting and reporting any concerns to the Coordinator, Personal and Group fitness promptly
 - Provide appropriate that is complimentary to class type o
 - Deliver a class within the time scheduled
 - Class must start and end on time
 - Offer modifications / progressions as needed
 - Create an inclusive space for all participants to feel welcome
 - Lock up stereo and studio after use
- Use of designated UCalgary email and Group Fitness Microsoft Teams group
- Timely and relevant communication with the Coordinator, Personal and Group Fitness
 - Responses to ALL emails within 48 hours
 - Email or discussion about an incident report within 24 hours
- Maintain certifications through certifying body
 - Payment for continuing education classes and membership dues are the responsibility of the instructor
 - re-certifications required to maintain certification must be submitted to Coordinator, Personal and Group Fitness
- Maintain Standard First Aid and CPR
 - Re-certifications for all regular staff are paid for by Active Living (must have a class on the term schedule, substitute instructors are not eligible)
 - If certifications have lapsed payment for certifying is the responsibility of the instructor

Occupational Health & Safety:

- Understands and complies with the requirements of the University's Occupational Health and Safety Policy.
- Has knowledge of and understands the expectations of the University's Occupational Health and Safety Management System (OHSMS) and applicable Faculty/Departmental/Unit specific health and safety policies and procedures.
- Ensures that all work conducted is in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other health and safety legislation as applicable