

POSITION: Group Cycle Instructor

DEPARTMENT: Recreation

SUMMARY:

Under general supervision of the Recreation Programmer and Recreation Manager, the Group Cycle Instructor performs a variety of duties; plans and implements cycle classes; provides leadership and direction for programs; supervises facilities,; provides guidance to groups engaged in cycle classes; and performs other related duties as required.

DUTIES AND RESPONSIBILITIES:

- Works with groups in implementing cycle programs.
 - Performs building attendant tasks including set-up and take-down of equipment.
 - Assures facilities and equipment are maintained in a clean, safe and satisfactory fashion.
 - Checks for and reports safety hazards.
 - Plans, supervises and coordinates cycle programs.
 - Maintains registration attendance, safety and activity records.
 - Maintains discipline at assigned facility, enforces rules and regulations governing assigned programs and completes incident reports.
 - Renders routine first aid as necessary.
 - Collects program fees as necessary.
 - Performs related duties as assigned.
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SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Recreation Programmer

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Competence in all aspects of recreation instructions pertinent to program area responsible for, at a level appropriate to community requirements, acquired through practical experience, course work or a combination thereof.
Competence in general administrative procedures, acquired through generally recognized course work, practical work experience or a combination thereof.

Experience: Experience related to Program Area

Licences/Certificates

Standard First Aid and CPR Level C
Certification applicable to Program Area including but not limited to: Current CFES Group Fitness Instructor and Keiser Foundations Spin Certification (or equivalent).

Specific Skills

Demonstrated ability to follow directions and work with minimal supervision. Exceptional verbal and written communication skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

Pay Rates: Dependent on education and experience.

JOB DESCRIPTION APPROVAL AND DESIGNATION

- Full-Time:**
- Part-Time:**
- Permanent:**
- Temporary:**
- Casual:**

Signature
Department Head:

Signature
Chief Administrative Officer:

Effective Date: _____