



MITTLEMAN JEWISH COMMUNITY CENTER

6651 SW Capitol Highway, Portland, OR 97219

P: 503.244.0111 F: 503.245.4233 www.oregonjcc.org

DATE: June 14, 2010
JOB TITLE: Group Fitness Instructor – Tai Chi
DEPARTMENT: Fitness
REPORTS TO: Fitness Manager
COMPENSATION: \$18 - \$25 /HR, DOE

TO APPLY: Obtain an application from the Mittleman Jewish Community Center, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111; or at our website: www.oregonjcc.org. **A signed, completed application is required; submission of a resume is optional and does not replace the application form.** Please return your application to the attention of the MJCC Human Resources Office at the address noted above. Open until filled. The MJCC is an Equal Opportunity Employer.

INTRODUCTION

The Fitness Instructor is responsible to provide group fitness instruction in a class setting. This position leads Tai Chi classes.

QUALIFICATIONS Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Six months' experience providing group Tai Chi instruction to customers in a fitness center or health club.
- Certification in First Aid and CPR.
- Certification as a Tai Chi instructor.

Knowledge: Knowledge of the principles and techniques used in leading group indoor Tai Chi classes; knowledge of body mechanics, anatomy, and safe movement.

Ability: Ability to project a positive, professional image; ability to encourage and support class members; ability to ensure a safe and healthy exercise environment; ability to independently develop lesson plans and class materials; ability to communicate effectively with others, both orally and in writing; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to work effectively with co-workers in a diverse workforce; ability to respond appropriately to question/concerns from other employees and the public; ability to work independently and make decisions within established procedures; ability to work a flexible schedule as needed.

PHYSICAL REQUIREMENTS OF THE POSITION

Duties are performed in a fitness center and require the ability to demonstrate choreography, exercise movement, and the proper and safe use of exercise and weight training equipment. This typically involves the stamina to exercise vigorously for extended periods, as well as pushing, pulling, reaching, gripping, bending, stooping, and walking. Normal-range acuity in vision and hearing is required.

TYPICAL EXAMPLES OF WORK (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Provide class instruction; begin and end class as scheduled. Provide adequate warm-up, exercises, stretching, and cool down. Encourage and support members to participate at the level of their ability. Supervise program participants and ensure classroom and /or activity is safe for participants and instructor.
2. Develop complete lesson plans as requested by supervisor. Prepare appropriate equipment, music and written information. Maintain class roster and any associated class records.
3. Orient class members to all equipment used in the class; instruct class in the safe operation of equipment. Instruct class members in how to move safely within the limits of their abilities.
4. Check out equipment and return it to the proper storage area. Turn off all equipment at the end of class, return the activity area to its proper order, and properly secure activity area.
5. Provide excellent customer service. Provide information specific to fitness center programs, and general information about MJCC operations. Answer questions and address concerns within scope of authority.
6. Keep Fitness Director informed of needs, questions, and changes of the clientele. Enforce facility and fitness program policies.

ELIGIBILITY

Under the provisions of the Immigration Reform and Control Act of 1986, MJCC requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

MISSION

The Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 80 years, the MJCC has offered educational, social, cultural and recreational programs.

THE MJCC IS AN EQUAL OPPORTUNITY EMPLOYER