



JOB DESCRIPTION: **Healthy Living Lead & Group Fitness Instructor**

UPDATED: **11/25/2025**

Position Purpose:

The Generations Fitness and Recreation Coordinator develops and administers comprehensive fitness, exercise and activity programs to meet the needs, interests and capabilities of participants. The position prepares and teaches events for people of all ages and abilities with a focus on older adults, performs basic record keeping and data collection, works with public relations, and helps to coordinate the day-to-day activities in the building.

Reporting Relationships:

- Reports Healthy Living Manager
- Supports and manages exercise coordinators

Essential Functions:

- Establish, plan, promote, coordinate and teach a wide range of fitness and exercise classes for both beginners and experienced participants who are primarily 55 and older but may be from all generations.
- Prepare press releases, advertisements, event calendars, activity sheets and newsletters as needed and publish as needed.
- Assist as needed for special events and other classes as part of the Generations team.
- Ensure the availability of space for scheduled events and prepare the spaces with all necessary furniture and supplies.
- Serve as an effective team member of Generations to promote a nondiscriminatory, pleasant environment for staff and clients.
- Perform demonstrations and teach classes to groups in the community, outside Generations.
- Answers phone calls, records messages, and assist in a polite and professional manner.
- Maintain accurate records of all events, supplies and equipment for fitness and exercise programs.
- Follows all guidelines, policies, procedures, and regulation.
- Maintains confidentiality at all times.
- Performs all other duties as assigned.
- Must have a positive attitude, ability to be flexible, and able to work as a team member.
- Good oral and written communication skills.
- Possesses the ability to communicate effectively in routine and unusual situations.

- Must be able to occasionally work irregular hours.
- Must be able to work with adults, children, and people with varied backgrounds and beliefs.

Physical Demands

- Ability to occasionally lift and carry objects up to 60 lbs.
- Ability to sit continuously for long periods of time and occasionally reach above shoulders and bend.
- While performing the duties of this job, the employee is frequently required to talk or hear; use body for movement. The employee is frequently required to stand and walk and sometimes on uneven surfaces. The employee needs to be able to be physically active for a variety of exercise classes for 4-6 hours a day.
- Eye hand coordination is necessary to operate various pieces of equipment.
- The employee is frequently required to climb, balance, stoop, kneel, crouch or crawl.

Required Education and Experience

- High School Diploma or equivalent; college degree preferred.
- Proficient in OfficeSuite, Word, Excel, Powerpoint, etc.
- Must be certified to teach group fitness exercise through American Council of Exercise or a comparable organization.
- Dance background and/or Dance Instructor preferred.
- Preferable experience instructing group fitness to older adults, including those with mobility issues. Ie Parkinson's or comparable

Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and printers.

Position Type and Expected Hours of Work

- This is a full-time position. Primarily Monday through Friday, flexible schedule. May work occasional nights & weekends.

Employee Signature

Date