

# CAMPUS REC

## **Group X Fitness Instructor**

**2-7 Hours/Week • \$19.26/Hour**

*FY25: 3-4 Positions Available*

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

[Group X](#) provides a wide variety of inclusive and accessible group fitness classes to the PSU community that promote joyful movement, build participant confidence, and enhance wellbeing. Instructors are committed to helping Group X realize its vision of creating positive movement experiences in an inclusive community.

### **Duties and Responsibilities**

- Develop and instruct 30-60 minute group fitness classes for students, faculty, staff, alumni, and other Campus Rec members on a weekly basis. Formats include but are not limited to: Yoga, Zumba, Cycle, Bootcamp, HIIT, Water X, Group Strength, etc. **Highest need is for Yoga.**
- Available to teach a minimum of two drop-in group fitness classes per week
- Develop safe and effective class plans while following established protocols of Campus Rec and other recognized fitness standards
- Provide own music and class plans, including varying routines, music, and class plans throughout the term
- Educate participants on proper form, anatomy, and modification of moves
- Provide individual feedback to participants, including hands-on assists when appropriate
- Ensure safety standards are met and appropriate policies and procedures are followed
- Arrive early to prepare and set up and stay after class to put away equipment, lock closets and stereo, and be available for participant questions
- Greet each participant in a welcoming manner
- Inspire each participant to reach their fitness goals
- Create a positive movement environment by utilizing inclusive language, promoting body positivity, and emphasizing emotional and social benefits of group fitness
- Responsible for ensuring class coverage when unavailable to attend by following established subbing protocol
- Track and report participant attendance
- Review and respond to GroupEx Pro Notices, Sub Requests, and Forum posts on a weekly basis

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- Attend and actively participate in all mandatory staff meetings and training sessions
- Uphold Campus Rec's mission, vision, values, and commitment to equity statements
- Report injuries, equipment needs, and other problems immediately to appropriate staff
- Comfortable leading a class of up to 20+ participants of varying abilities
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Maintain current group fitness instructor and/or specialty certification(s) including obtaining CECs/CEUs as required
- Maintain regular communication with the Fitness Coordinator and/or Group X Student Coordinator(s)
- Handle any other duties as assigned by the Fitness Coordinator and/or Group X Student Coordinator(s) Expectations

## Working Conditions

- Typical working hours: 2-6, 30-60 minute classes per week
- Location of work: primarily indoors in ASRC multi-purpose room. May be in pool or outside depending on class content
- Type of work: Regularly standing, walking, kneeling, and crouching. May lift weights and equipment up to 15+ pounds in demonstration of equipment usage and exercise form to participants

## Minimum Qualifications

- **Nationally recognized group fitness instructor certification (ACE, AFAA), specialty certification (Zumba, Yoga, Pilates, etc.), or current enrollment in Campus Rec's Group Fitness Instructor Training class required. Certain formats may accept equivalent experience or in-house training in lieu of certification.**
- Be in good academic standing: minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate (*student applicants only*)
- Demonstrates alignment with [Campus Rec's Values](#) and/or [Commitment to Equity Statement](#)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions.
- **Must successfully complete a background check**

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## Preferred Qualifications

- Experience working with diverse populations
- Strong interpersonal, communication, and leadership skills
- Previous group fitness teaching experience
- Additional training in specialty formats may be required

## Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
  - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
  - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, cover letter, and a copy of relevant certifications as PDFs** to the [Campus Rec Jobs email](#) at [crcjobs@pdx.edu](mailto:crcjobs@pdx.edu) AND the Fitness & Wellbeing Coordinator at [orndorf@pdx.edu](mailto:orndorf@pdx.edu) with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](mailto:ckwong@pdx.edu) at [ckwong@pdx.edu](mailto:ckwong@pdx.edu).

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

**Deadline for Submission:** Applications are accepted ongoing. Instructors who want to teach on the next term's schedule should apply by the end of week 3 of the prior term. Interviews will be scheduled during weeks 4-5 of each term.

**Questions:** Email the Fitness & Wellbeing Coordinator, Erin Bransford, at [orndorf@pdx.edu](mailto:orndorf@pdx.edu)