

CAMPUSREC

Group X Instructor

2-7 Hours/Week • \$23.92

FY27: 3-4 Positions Available

We accept Federal Work Study Applicants, but not required

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.

Supervisor: Jenna Siegel, Fitness Coordinator, jesiegel@pdx.edu.

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.
- Available to teach a minimum of two drop-in group fitness classes per week that align with the needs of the Campus Rec Group X program
- 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 15 minutes 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

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- 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 weekly
- Review and respond to emails, Shift/Sub Requests, and ZoomShift messages. Checking all platforms at least twice a week, if not more often, if required by Fitness Coordinator for urgent requests
- 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

Expectations

- Commitment to [Campus Rec's Mission and Values](#) and [Commitment to Equity](#)
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Maintain and renew all certifications required of the position, including completing CECs, field hours, renewal courses, and/or other requirements of certification renewal.
 - Failure to maintain current emergency response certifications required of your position (LG, CPR, BBP, LGI) will result in immediate removal from the schedule, or potential termination, until the certification is renewed.
 - A 30-day grace period may be allowed when a specialty certification (GFI, PT, WSI) lapses. Lapses greater than 30 days will result in removal from the schedule, or potential termination, until the required certification is renewed

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Working Conditions

- Typical Working Hours: 2-6, 30-60 minute classes per week
- Location of Work: e.g., 1800 SW 6th Ave, Portland, OR. 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
- Attire: Nametag, closed toed shoes

Minimum Qualifications

- 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*)
- Current American Red Cross First Aid/CPR/AED certification is required within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec .
- Current **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.
- **Must successfully complete a background check**

Preferred Qualifications

- Previous group fitness teaching experience
- Additional training in specialty formats may be required

Application Instructions

1. Complete our Campus Rec [Job 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, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crcjobs@pdx.edu and Jenna Siegel, jesiegel@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.

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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.

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for references, and can help determine corrective action regarding performance. Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

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.