

**Job Title:** Group Fitness Instructor – Cycle, Pilates, Kickboxing/Boxing/Combat, Step  
Available daytime and evenings  
**Faculty/Admin Area:** Active Living  
**Department/Unit:** Health and Wellness  
**Email applications to [fitness@ucalgary.ca](mailto:fitness@ucalgary.ca)**

### **Nature of the Work**

The University of Calgary's Active Living department is one of the largest and most diverse recreation departments based on a North American campus. Active Living has a team of 40 full time and up to 600 part time staff. On an annual basis our staff handle 47,000 registrations in over 75 recreational and sporting activities and provide facility access to over a million users to our facilities: North America's largest Outdoor Centre with climbing and bouldering walls, a gymnastics centre, an Olympic sized pool, a fitness centre with 200 m track, Canada's largest university racquet centre, five gymnasiums and access to the Olympic Oval. The Outdoor Centre also provides its students and community over 16,000 outdoor equipment rental orders each year. Active Living's vision is to enrich our community by providing exceptional experiences through our facilities, programs, and services fostering lifelong active living for all.

The Health and Wellness unit offers a wide range of programs and services to support individuals in the attainment of an improved quality of life and health. Programs and facilities in this area include fitness centres, group fitness classes, adapted and rehabilitative programming, and personal and group training. Facilities and programming are available to students, faculty, staff, and the public. The area is led by a team of health professionals that include Clinical Exercise Physiologists, Certified Personal Trainers, and Kinesiologists.

The Group Fitness programs offer a variety of instructor-led group exercise classes.

This position is considered a Non-Classified Teaching (NCT) position and reports to the Coordinator, Personal and Group Fitness. Fitness Classes are generally scheduled by term, with each class running once per week for up to 14 weeks. Group Fitness classes run year-around, with peak periods running from September to December and January through April. Hours are not guaranteed and will be scheduled by the Coordinator, Personal and Group Fitness based on current class offerings and operational needs.

This position will involve moderate physical demands in relation to exercise demonstration, participation, and leadership.

### **Primary Purpose of the Position**



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- To design and teach fun, energetic, and engaging group fitness classes, specific to one's scope, expertise, experience, and certification(s)
- To provide exercise modifications and progressions for participants specific to their fitness level and need
- To provide top notch customer service
- To provide an inclusive and welcoming space for all Active Living class participants
- To safely lead all participants in physical activity specific to the class
- To represent Active Living in a professional manner
- To showcase Active Living's core values of respect, inclusion, integrity, leadership, and fun
- To be knowledgeable of other fitness classes and programming available at Active Living

### Qualifications/Expertise

- Group Fitness Certification - current
  - Fitness Alberta (preferred), CanFit Pro, ACE, or equivalent
- Experience teaching a variety of formats is preferred
- Minimum one year group fitness teaching experience
- Standard First Aid (valid within the last 3 years)
- CPR-C (valid within the last 3 years)
- A reasonable level of fitness, in conjunction with leading fitness classes
- Ability to perform and demonstrate exercises
- Strong communication skills

### Accountabilities, Tasks, and Duties

- Prepare class plans on your own time and only for those classes of which you are certified
- Standard classes are 50 minutes in length (though class lengths are at the discretion of the Coordinator)
- Must include a warmup, cool down and approximately 30-35 minutes of group exercise specific to the class outline (based on a standard class length)
- Set up and take down of equipment is expected (within reason) and time to do so is considered apart of class time
- Progressive planning throughout the term is ideal
- Offer modifications as needed
- Be in studio at least 15 minutes prior to class for set up
- Take attendance and ensure participants match class lists



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- Deliver a class within the time scheduled
- Create an inclusive space for all participants to feel welcome
- Use of designated UCalgary email and scheduling software
- **Timely and relevant communication with the Coordinator – this is essential**
  - Responses to ALL emails within 48 hours
  - Notify Coordinator about incidents report within 24 hours
  - Troubleshoot and report any concerns to the Coordinator promptly
- Maintain certifications through certifying body
  - Payment for continuing education classes and certifications are the responsibility of the instructor
  - Current certification documents must be submitted to Coordinator
- Maintain Standard First Aid and CPR

## **Occupational Health & Safety:**

- Understands and complies with the requirements of the University's Occupational Health and Safety Policy.
- Has knowledge of and understands the expectations of the University's Occupational Health and Safety Management System (OHSMS) and applicable Faculty/Departmental/Unit specific health and safety policies and procedures.
- Ensures that all work conducted is in accordance with the Alberta Occupational Health and Safety Act, Regulation and Code and other health and safety legislation as applicable