



Fitness & Wellness Unit Job Descriptions

Level 1 – Group Fitness Instructor

Level 2 – Fitness & Wellness Programs Manager (Promotional Opportunity)

Level 3 – Fitness & Wellness Programs Supervisor (Promotional Opportunity)

Level 1: Group Fitness Instructor Job Description

The Group Fitness Instructor must uphold all policies related to teaching, attendance, and conduct. This dynamic role involves planning and leading engaging fitness classes for participants of varying fitness levels, demonstrating proper exercise techniques with clear instructions, and creating well-structured routines tailored to diverse fitness goals. The instructor will inspire and motivate participants, ensuring a safe and inclusive exercise environment by promptly addressing concerns. Staying abreast of fitness trends and integrating innovative elements into classes is crucial, while maintaining a positive and approachable demeanor to foster a supportive fitness community.

Professional Skills to be gained:

- Communication Skills
- Adaptability
- Leadership
- Time Management
- Technical Expertise

Required Job Qualifications

- All instructors must have current CPR/First Aid/AED Certification or obtain within 3 months of hire.
- All instructors must have a current fitness certification from one of the listed institutions/programs below to be able to teach for Campus Recreation or obtain one within 3 months of hire.
 - American College of Sports Medicine (ACSM)
 - National Strength and Conditioning Association (NSCA)
 - National Academy of Sports Medicine (NASM)
 - American Council on Exercise (ACE)
 - International Sports Science Association (ISSA)
 - Athletics and Fitness Association of America (AFAA)
 - Certified Strength and Conditioning Specialist (CSCS)
 - Indoor Cycling Certifications: ISSA, Athletic and Fitness Association of America (AFAA), Cycle Fusion, Keiser, Mad Dogg, Schwinn, Stages
 - Pilates Certifications: Pop Pilates, Power Pilates, Basi Pilates Teacher Training
 - Barre Certifications: International Ballet Barre Fitness Association (IBBFA), Barre Intensity
 - Yoga: Amazing Yoga, Yoga Alliance
 - Zumba
 - Escape Fitness Instructor Training Certification

- If the instructor's current certification is not listed, one must be presented for approval to the Fitness & Wellness Coordinator

Additional Information

- Position Type: Entry level
- Pay Rate: \$20.00 per hour
- Work Schedule: Not to exceed 20 hours a week; minimum requirements of 1 hour per week; days/times TBD based on schedule
- Required Documents: Resume and Fitness Certification
- Optional Documents: Cover Letter - Strongly Encouraged
- Does this position require FWS award? No
- Application Instructions: All applications must be submitted through Pitt Talent System

Level 2: Fitness & Wellness Programs Manager Job Description

The Fitness & Wellness Programs Student Manager plays a pivotal role in the holistic development of professional skills for student managers, offering a transferrable skill set for future career pursuits. This position involves overseeing group fitness instructors and reports to the Fitness and Wellness Student Supervisor. The manager can participate in prospective applicant screening, auditions, hiring, onboarding, and training processes, as well as student staff evaluations and facility maintenance checks. Responsibilities extend to overseeing and preparing for various wellness programs across campus, communication with participants, and ensuring student instructors adhere to Campus Recreation and Fitness & Wellness program policies. The role also requires occasional substitution for fitness class instruction, maintaining a 24-hour email response commitment, and leading in-service trainings for group fitness programs.

Professional Skills to be gained:

- Initiative
- Accountability
- Collaboration
- Problem Solving
- Professionalism

Required Job Qualifications

- Possess current CPR/First Aid/AED and Group Fitness class (or specialty) Certification or obtain within 3 months of hire.
- Proficient in administrative work such as customer services, communicating with staff and participants, coordinating scheduling, managing participant and program information, compiling reports, and similar organization tasks.
- Preferred, but not required, proficiency with Outlook, Excel, and Word
- Experience teaching Group Fitness programs or Personal Training.
- Software/Technology troubleshooting capabilities.
- Demonstrated ability to lead others and communicate effectively.

- Ability to commit to a consistent schedule.

Additional Information

- Position Type: Promotional Opportunity for current Group Fitness Instructors
- Pay Rate: \$12.00 per hour
- Work Schedule: Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- Required Documents: Resume and Cover Letter
- Does this position require FWS award? No
- Application Instructions: Must submit all required documents to the Fitness & Wellness Coordinator. ***Internal applicants only.***

Level 3: Fitness & Wellness Programs Supervisor Job Description

The Fitness & Wellness Programs Student Supervisor offers a larger administrative role in the holistic development of professional, transferrable skills set for future career pursuits in upper leadership. This position involves overseeing and supporting student managers and group fitness instructors in prospective applicant screening, auditions, hiring, onboarding, and training processes. The supervisor works closely with professional staff on program offerings, student staff evaluations, substitution requests, and coordinates participant survey distribution. Responsibilities extend to organization and management for various wellness programs, managing registrations, collaborating with Student Affairs Wellness Team departments, and ensuring adherence to Campus Recreation and Fitness & Wellness program policies. The role also requires occasional substitution for fitness class instruction, maintaining a 24-hour email response commitment, and leading in-service trainings for group fitness programs.

Professional Skills to be gained:

- Management
- Accountability
- Collaboration
- Conflict resolution
- Professionalism

Required Job Qualifications

- Possess current CPR/First Aid/AED and Group Fitness class (or specialty) Certification or obtain within 3 months of hire.
- Proficient in administrative work such as customer services, communicating with staff and participants, coordinating scheduling, managing participant and program information, compiling reports, and similar organization tasks.

- Preferred, but not required, proficiency with Outlook, Excel, and Word.
- Experience teaching Group Fitness programs or Personal Training.
- Software/Technology troubleshooting capabilities.
- Demonstrated ability to lead others and communicate effectively.
- Ability to commit to a consistent schedule and tasks.

Additional Information

- Position Type: Promotional Opportunity for current Fitness and Wellness Student Managers
- Pay Rate: \$14.00 per hour
- Work Schedule: Not to exceed 20 hours a week; minimum requirements of 6 hours per week; days/times TBD based on facility hours
- Required Documents: Resume and Cover Letter
- Does this position require FWS award? No
- Application Instructions: Must submit all required documents to the Fitness & Wellness Coordinator. ***Internal applicants only.***