

## **Northwest Colorado Health**

### **Aging Well Fitness Instructor**

#### **General Statement of Duties:**

The Aging Well Program provides comprehensive community-based healthcare and social services that promote health and wellness for older adults in rural areas. Instructors are assigned to teach evidence-based programs and/or fitness classes to promote the health and wellbeing of older adults.

#### **Supervision Received:**

Reports to the Northwest Colorado Health Aging Well Coordinator

#### **Essential Functions:**

1. Coordinate and instruct programs and/or classes in Routt and Moffat Counties:
  - Set up and prepare for class prior to the arrival of participants.
  - Instruct class as prescribed by specific training provided by Aging Well.
  - Clear class area, clean, and return all class items to available storage locations, and ensure that space is returned to original setting.
2. Collect data from participants as determined by Aging Well staff:
  - All participants complete health history/registration forms and sign liability release prior to the start of class.
  - Participant attendance is tracked on Sign-In Sheets.
  - All documents are accurate and legible.
  - Provide fitness assessments, personal assessments and other forms as required by the Aging Well Coordinator.
  - Submit all documentation as required by Aging Well administration staff including but not limited to SAMS forms, annual class registration form and annual participant release form.
3. Collect fees and/or donations at each class:
  - All contributions and/or class fees are collected and submitted to the Aging Well administrative office each week.
4. Schedule and monitors work hours each week:
  - Track hours worked and submit time sheets no later than 12:00 pm on the 2<sup>nd</sup> day of each month and 16<sup>th</sup> day of each month.

This description of responsibilities is intended to provide only basic guidelines for meeting each responsibility. Additional responsibilities may be added, as appropriate.

**Education and/or Experience:**

Minimum requirements include knowledge and training, including appropriate professional certifications, in exercise and fitness.

**Requirements:**

1. If car is used, must provide proof of adequate insurance totaling at least \$300,000 and valid state driver's license.
2. Current CPR certification
3. Current immunization history, after job offer and before starting job.
4. Initial TB testing upon hire and/or documentation of TB test within the last year.

**Abilities:**

1. Ability to communicate effectively, both verbally and in writing.
2. Ability to lift up to 35 pounds.
3. Ability to develop and implement programs, including ongoing evaluation of program effectiveness and ability to provide written reports including results.
4. Ability to relate well with people of all ages and abilities, particularly older adults.
5. Ability to work independently, and also contribute as a member of a team, including commitment to effective team functioning oriented toward achieving measurable results.

**Equipment:**

1. All class equipment (e.g.: classroom supplies for health promotion and wellness classes and/or exercise equipment), will be provided by Northwest Colorado Health.

**Working Conditions:**

This position meets the criteria for Category 3 of OSHA's guidelines for exposure to biohazards.

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

Signature below acknowledges that I have received a copy of my job description.

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Employee Signature

Date