CANBY ADULT CENTER

JOB DESCRIPTION – EXERCISE INSTRUCTOR

General Responsibilities:

Supervised by: Activities Coordinator
Schedule: Average 12 Hours/Week. Mon/Wed/Fri, 8:45 – 12:00, additional times as needed.

Job functions

I. Fitness

- Lead Geri-Fit seated fitness class for participants, following processes and standards as identified in the training program. Keep current on all required training.
- Lead Better Bones and Balance class, designed for more active older adults: keep current on all required training at Center expense.
- Lead Tai Ji Quan class, paying attention to participant form; keep current on all training.
- Depending on interest and availability, facilitate periodic group walks in surrounding neighborhoods.
- Ensure that all exercise equipment is in good working order and safely stored when not in use.

II. General

- Support the policies and procedures established by the CAC Board of Directors.
- Work as a team member to achieve the overall goals of the Center.
- Attend training programs and workshops when approved by Center Director.
- Perform other duties when requested by the Center Director, including occasional assistance with volunteer appreciation events.

V. Qualifications

- Strong people skills, including patience, compassion and a sense of humor, to facilitate good working relationships with all types of people, clients and volunteers.

- Physical capacity to teach multiple classes in a given day; able to lift up to 40 pounds.

- Current AED/CPR certification highly recommended; CAC will secure and pay for training as needed.
- Creative problem solving and the ability to manage own time.
- Previous experience working with older adults desired.
- Basic computer skills (Excel and Word) required.

Finalist candidate will be required to pass a background check prior to starting employment. The Center may require a limited work physical and drug test, at the Center's expense, prior to starting employment.

1/2/2026