



INSTRUCTOR EXPECTATIONS

Casual Fitness Instructors play a valuable role in developing and implementing a variety of fitness class formats for the general public. Fitness classes are part of the Fitness Class Schedule and will be led by the Instructor in a safe and effective manner that considers the abilities of all participants. As representatives of North Vancouver Recreation & Culture, we are responsible for showing professionalism at all times and providing exceptional customer experience for each participant. The Recreation team will support your work and are available to discuss your questions and ideas. Here are the key expectations of your role:

1. Remain current with industry standards and the latest health and fitness trends. Ensure you have current First Aid & CPR and your fitness certifications are submitted to the Fitness & Active Living Supervisor upon renewal.
2. Be punctual and organized for every class. Refer participants to Par-Q posted in facility
 - Arrive at least 10 minutes early and be prepared for the class with music, equipment, water etc. as needed. Begin and end classes as scheduled.
3. Check for current NVRC Fitness passes or drop-in wrist bands
 - Direct those who have not paid to the Front Office for payment
4. Deliver a safe and effective exercise program. Give modifications for different levels of fitness and encourage participants to take a break as needed.
5. Sign in and record class stats
 - After each class write down the number of participants in your class on the stat sheet provided.
6. Put away equipment and secure stereo system. Report any equipment repair issues or malfunctions to your Recreation Programmer.
7. If you are unable to lead your class, please arrange for a qualified replacement instructor and notify your Recreation Programmer. For a listing of current instructors contact your facility Programmer. For fitness instructor continuity purposes we ask that you are not absent for more than two of the same membership classes in a session. If you require coverage beyond this please contact your Recreation Programmer for approval prior to looking for coverage.
8. Understand that membership classes will be reviewed by North Vancouver Recreation & Culture every session and that changes to the schedule including time and instructor may occur at that time.
9. Commit to an annual NVRC Fitness Instructor audit.
10. Report all accidents and incidents. Accident Forms are available at the front desk and must be completed immediately.