| Date | Position # | Position Title  | reports to: |
| --- | --- | --- | --- |
| 6/27/2024 | PLFITN | Lab Instructor – Total Fitness | FA9739 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Health & Human Services | Fitness & Wellness | Based on Lab Instructor Salary Schedule | 25-9000 | 6 - Part Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**☒ | **Bargaining Unit:** MAHE | **Non-Bargaining:** ☐ | **Provisional/Grant Funded:** ☐ | **Temporary/Limited Duration:** ☐ |
| --- | --- | --- | --- | --- |

| **Individual Position:** ☐ | **Full-Time (40 hrs/wk):** ☐ | **Part-Time:** ☒\_20\_ Hrs/Week | **Pooled Position:** ☒ | Type here **# 20** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
| --- |
| Lab Instructors work in the Fitness Centers and Weight Rooms located at the Main and West campuses. **In-person attendance is required; there are no options for remote work.** The Total Fitness Lab Instructors maintain the facilities by ensuring proper use of equipment and safety of students and members, as well as carrying-out daily operations including opening and closing procedures. Lab Instructors also function as the principal source of instruction in the clinical component of LCC Fitness courses, but are not the faculty of record. Lab instructors work with small groups of students in the Fitness Center to deliver and assess the clinical application of knowledge, techniques, and skills in accordance with student needs and applicable standards.  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
| --- |
| Type here |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 60 | 1 | Interact and assist students and members at campus Fitness Centers and Weight Rooms; ensure proper use of equipment and safety of students/members in the facility; perform all opening and closing procedures for the facility. |
| 40 | 2 | Function as the principal source of instruction in the fitness center for Total Fitness courses, but not as the faculty of record; responsible for delivery of clinical content in accordance with student needs and applicable standards; and assess applied clinical knowledge, techniques and skills. |
|  | 3 | Type here |
|  | 4 | Type here |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
| --- |
| Ability to work effectively with a diverse population of students and colleagues.KNOWLEDGE: Technical, specialized, disciplinary, industry-specific and/or operational knowledge or understanding required in your job:* Knowledge of proper equipment use
* Knowledge and understanding of college departments, procedures, processes, policies, and resources
* Knowledge of college-wide technology systems as well as instruction processes
* Demonstrate knowledge of current trends in teaching and learning within program discipline
* Maintain current knowledge in subject area(s) of instruction.

COMMUNICATION/INFLUENCE: Requirements for listening, verbal communication and/or written communication with others, and/or for educating, training, persuading, serving and/or otherwise influencing “customers”:* Ability to provide exceptional customer service
* Excellent communication and interpersonal skills
* Mediation and conflict resolution skills
* Ability to communicate effectively verbally and in writing
* Ability to interpret and translate information and communicate it to others
* Ability to coordinate groups and work in a team environment
* Coaching and facilitation skills
* Effective listening skills

PROBLEM SOLVING: Thinking required by the job for evaluating, analyzing, creating, and reaching conclusions and the need to identify obstacles and develop applicable solutions:* Ability to plan, prioritize, problem-solve, analyze, make decisions, and balance multiple tasks on a continuing basis
* Ability to work independently and as a team member
* Excellent critical thinking, coaching, facilitation, conflict resolution skills
* Must be able to react quickly and rationally to assist/give direction to administrators, peers, staff, and students with various problems
* Ability to create positive working and learning environment to maximize work effectiveness and employee loyalty
* Ability to meet needs of others
* Ability to analyze data to develop new techniques and processes
* Evaluate program needs and formulate solutions that can be implemented within college systems
* Assess information to find creative solutions and determine appropriate actions
* Conflict resolution skills
* Ability to develop plans that promote the development of higher-order thinking skills in the instructional process

LEADERSHIP: Required ability to manage people, department(s) and/or operations and/or provide guidance/counsel to others.* Model concepts of and demonstrate commitment to outstanding customer service
* Model ethical and professional behavior, including confidentiality of information
* Foster collaboration and cohesiveness among students and other faculty members
* Ensure continued student success and efficient use of College resources using planning skills
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
| --- |
| **Required*** Bachelor’s Degree from a regionally accredited college or university.
* Current national fitness certification from an accredited organization (ACSM, ACE, NASM, or CSCS, etc.); certification must be maintained throughout the duration of employment.
* Current Basic Life Support (BLS) certification with CPR and AED training from American Heart Association or Red Cross; certification must be maintained throughout the duration of employment.

**Preferred*** Bachelor’s Degree or higher in Kinesiology, Exercise Science, Health & Wellness, or related field from a regionally accredited college or university.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Trevor Burns **Supervisor’s Signature:** \_Trevor Burns\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_6/26/2024\_\_

**Dean/ELT’s Name:** Elizabeth Burger **Dean/ELT’s Signature:** \_****\_\_\_\_\_\_ **Date:** \_6/27/2024\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_ **Date:** \_\_6/27/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** PLFITN **Date:** **6/27/2024 Supervisor’s Position #:** FA9739

## **Materials Used:**

☒ Computer keyboard, mouse, screen

☒ Various software

☐ Telephone, cell phone, mobile device

☐ Paper and pencil/pen

☐ Projector or other audiovisual equipment

☐ Copier, scanner, fax

☐ Carpentry equipment

☐ Electrical equipment

☐ Plumbing equipment

☒ Other: Exercise and weight-lifting equipment

## **Mental Functions:**

☒ Comparing (compare/contrast data, people, other data)

☐ Synthesizing (combine data, concepts, interpretations)

☐ Computing (math calculations or carrying out formula operations)

☐ Compiling (gathering, classifying, evaluating data, people, other data)

☐ Copying (entering, posting, transcribing data)

☐ Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

☒ Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

☒ Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

☒ Near acuity (at 20 inches or less when accuracy is essential)

☒ Far acuity (more than 20 inches when day and night/dark conditions are essential)

☒ Depth perception (3 dimensional vision, judge distances, space)

☐ Color vision (distinguish colors)

☐ Field of vision (up/down and right/left)

☐ Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

☒ Climbing

☒ Kneeling

☒ Reaching

☒ Balancing

☒ Crouching

☒ Grasping

☒ Stooping

☐ Crawling

☐ Picking/Typing/Keyboarding

☐ Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

☐ Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

☒ Medium (exert 21-50 lbs of force, walk/stand frequently)

☒ Heavy (exert 51-100 lbs of force, walk/stand routinely)

☐ Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

☐ Weather (rain, snow, wind)

☐ Extreme cold (inside, outside)

☐ Extreme heat (inside, outside)

☐ Confined/restricted spaces

☐ Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

☐ Vibrations

☐ Extreme noises