

**City of New York/Parks & Recreation**

**Seasonal Job Vacancy Notice**

**Civil Service Title: Administrative Manager**

**Office Title: Shape Up NYC Fitness Instructor Training Program Leader (Spanish Speaking)**

**Salary: \$50 per hour**

**Duration: This is a grant-funded, seasonal position ending on June 30, 2016.**

**This is a part-time position (7-9 hours per week)**

**Work Location: TBD, Manhattan**

New York City/Parks & Recreation is looking for experienced group fitness instructors to train individuals to become aerobics instructors. The position will contribute to the planning and implementation of the Spanish Shape Up NYC Group Fitness Instructor Training Program.

**MAJOR RESPONSIBILITIES**

- Assist in the development of the Spanish curriculum for the 10-week Fitness Instructor Training Program.
- Teach basic exercise physiology, group instructional techniques, exercise programming and class design including basic aerobic choreography in Spanish.
- Explain and enforce safety rules and regulations governing ACSM and ACE guidelines for Group Fitness Instructors.
- Select and use training or instructional methods and procedures appropriate for multiple levels of fitness.
- Facilitate effective group exercise classes and demonstrate exercises/techniques.
- Evaluate trainees as they complete each phase of the 10-week Fitness Instructor Training Program, oversee attendance and outside work requirements.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and four years of satisfactory, full-time progressively responsible clerical/administrative experience requiring independent decision-making concerning program management or planning, allocation of resources and the scheduling and assignment of work, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and five years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
3. A four-year high school diploma or its educational equivalent and six years of satisfactory, full-time progressively responsible experience as described in "1" above, 18 months of which must have been in an administrative, managerial, executive or supervisory capacity. The supervisory work must have been in the supervision of staff performing clerical/administrative work of more than moderate difficulty; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1", "2" or "3" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the administrative, managerial, executive or supervisory experience described in "1", "2" or "3" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

**PREFERRED SKILLS/QUALIFICATIONS**

- A baccalaureate degree from an accredited college or university in a health related field such as human performance, sports medicine, exercise physiology, kinesiology or other health related curricula focused on body mechanics.
- A minimum of 2 years of experience in group exercise instruction and/or exercise physiology instruction.
- Currently certified in fitness instruction by one or more of the following: ACE, ACSM, AFAA, NSCA, NASM or any other accredited health and fitness certifying organization.
- Currently certified in CPR/AED.
- Must speak Spanish fluently.

**To apply, please submit resume and cover letter to [shapeupnyc@parks.nyc.gov](mailto:shapeupnyc@parks.nyc.gov) Info: [www.nyc.gov/parks](http://www.nyc.gov/parks)**

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