

Volunteer Position Description

Position Title:	PrimeWise Exercise Instructor
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Volunteer will lead a low impact class with PrimeWise customers.	
Qualifications:	
Skills / Traits / behavior/ physical abilities necessary to adequately perform the position. Standard requirements are listed as follows: 1. Follow instruction 2. Pleasant 3. Fit to teach a low impact exercise class 4. Able to handle money 5. Able to teach a class 6. Able to bend, move and exercise 7. Able to drive to location 8. Keep time 9. Read exercise book 10. Handle situations 11. Able to be flexible	
Duties & Responsibilities	
<ul style="list-style-type: none"> • Review the contents of the exercise container to make sure they have everything for their class. • Being able to pick up the exercise container at the PrimeWise office before the class. • Set out a sign – sheet (announce everyone needs to sign-in) at beginning of each 6 classes in the session. • Ask participants to take the “first class participants handout” • At the 6th or last class – put out evaluations (and some pens) • Get your CD player and CD set-up and ready for each class. • Count number of participants and make sure the same number have signed in • Preform and instruct to customers the low impact class. • Announce where the next session room location if not last class • At the 6th or last class ask everyone to complete an evaluation and leave on way out • Put the sign-in sheet, evaluations, CD player, and any remaining manuals, books, etc. back in the container and return to the PrimeWise office. • To be able to attend meetings 	
Key Accountabilities	
<ul style="list-style-type: none"> • Be on time for your classes • Be ready to teach the class • Be organized • Be responsible for money • Be able to handle sign-in sheets and evaluations and return to PrimeWise staff after last class. 	
Time Commitment:	
<ul style="list-style-type: none"> • To be able to instruct several low impact exercise sessions during the year by yourself • Session are 6 classes – every Tuesday and Thursday – 5:30 PM to 6:30 PM 	
Uniform:	
<ul style="list-style-type: none"> • Wear your volunteer badge to each session you instruct • Exercise outfits 	