



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Fitness Instructor - Pilates

Charles Jordan Community Center is in search of a seasonal/part-time Pilates instructor to complete the fitness team for our recreational program. The ideal candidate will be able to perform the responsibilities listed below, meet our basic requirements and possess the knowledge, skills and abilities to effectively instruct in our program.

RESPONSIBILITIES

- Instruct fitness classes including aerobic exercise, muscle toning, strength & endurance as well as stretching
- Assist guest with proper body alignment, equipment and safety of classes
- Communicate with staff regarding space & other needs
- Follow all Portland Parks & Recreation rules, policies, & procedures.
- Maintain excellent communication with all staff & customers through verbal & written means.
- Wear Portland Parks & Recreation name badge, staff clothing, and athletic type pants (no pants with rivets, etc) while on duty.
- Attend all mandatory staff meetings & required trainings.
- Recognize and promptly respond to safety hazards and emergency situations.
- Other duties as assigned.

REQUIREMENTS

- Must be at least 18 years or older and have a fitness/group exercise background
- Preference given to candidates with one year experience teaching group exercise classes or equivalent.
- Physically fit to lead class at the appropriate level
- Possess thorough knowledge & skills related to assigned area of instruction.
- Ability to work a variety of hours, including days, evenings, weekends and holidays.
- Successful completion of a skills audition test conducted by a bureau field specialist.
- Maintain First Aid & CPR certifications
- Pilates certification

KNOWLEDGE, SKILLS & ABILITIES

- Strong customer service skills and the ability to communicate effectively with coworkers and the public.
- Displays positive, encouraging and upbeat attitude at all times.
- Ability to communicate effectively with diverse groups of people.
- Ability to recognize & respond to safety & emergency situations.
- Ability to lead a class & educate/motivate class members.
- Must be competent & knowledgeable in program area.

Peninsula Park Community Center

700 N. Rosa Parks Way
Portland, OR 97217
Tel: (503) 823-3620 Fax: (503) 823-3134

Administration

1120 SW 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 Fax: (503) 823-6007

SCHEDULE & PAY RANGE

Seasonal position beginning October 2012 and concluding December 2012, with the possibility of continuing as an instructor in our program in future terms.
No scheduled hours on Holidays or designated breaks.

Please note, the schedule below is a maximum capacity situation. In the unfortunate case that some programs do not meet minimum enrollment those individual programs may be postponed or cancelled and the schedule below may be reduced.

Schedule:

Tuesday 7:30-8:30pm

\$20.00 -\$30.00 per hour, based on experience.

APPLICATION

To apply, deliver, fax or mail application, application, cover letter & resume to:

Charles Jordan Community Center
Attn: Center Director, Joshua Green
9009 North Foss
Portland, OR 97203

Fax #: 503-823-3387

E-mail Joshua.Green@portlandoregon.gov

Charles Jordan Community Center

Staff Application

Charles Jordan Community Center
9009 North Rosa Parks Way
Portland, OR 97203
503.823.3631

Position(s) applying for:

Fitness Instructor - Pilates

Name: _____ Date: _____

Present Address:

Street: _____ City: _____ State/Zip: _____

Phone: _____ E-mail: _____

Available to work from the date of _____ to _____

Best time to call: _____

Education:

High School: _____ City/State: _____

Post High School: _____ City/State: _____

Major Area of Study: _____ Years Completed: 1 2 3 4 5 6

List any degrees, awards or certificates: _____

Current Credentials:

	Issuing Agency	Issue Date	Expiration Date
First Aid / CPR	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Skills / Training:

Are you conversant in a language other than English? If yes, please specify:

Do you have other special skills or training?

Related Skills:

Please check all that apply:

- Experience or training in Pilates.
- Strong communication skills.
- Ability to assess, develop and implement curriculum.
- Ability to work with families from a variety of socio-economic and ethnic background.

Professional References:

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Informational Questions:

Why are you interested in this position?

What skills, training or experience qualify you for this position?

Please explain your methodology for teaching preschool sports.

Signature:

The information provided in this staff application is true, correct and complete. I understand that if employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that information provided to Portland Parks & Recreation will require verification. These checks will include driver's license and criminal background checks, as well as job and personal references. I give my permission to allow verification of all information given.

Signature: _____ Date: _____