



## **SCOPE OF SERVICES**

### **AEROBICS INSTRUCTOR**

#### **Nature and Scope**

Instructors must lead, instruct, and motivate individuals or groups in exercise activities, including cardiovascular exercise (exercises for the heart and blood system), strength training, and stretching. They work with people of all ages and skill levels.

#### **Accountability**

The Aerobics Instructor will report to the District Health Visitor at the respective health facility. In the absence of the District Health Visitor, the Aerobics Instructor will report directly to the Health Promotion Specialist or Health Education Officer.

#### **SPECIFIC RESPONSIBILITIES:**

- Conducts Arm Chair Aerobics at Health Facilities for clients at the Chronic Disease clinics at specified days and times.
- Provides direction and assistance during exercises and use of gym equipment such as dumbbells if required.
- Assess physical fitness needs of clients and adapt exercises as required.
- Advise clients on proper exercise techniques to prevent or manage injury.
- Completes attendance register for each class conducted; the register must be endorsed by the District Health Visitor with a signature and health facility stamp.
- Completes claim forms for classes held per health facility and record the number of participants on claim forms; the claim forms must be endorsed by the District Health Visitor with a signature and health facility stamp at the end of the month.
- Submits completed and endorsed claim forms to the Health Education Department for verification and processing.
- Records and provide written reports on all accidents, incidents and injuries to clients to the District Health Visitor and follow additional Accident/Incident reporting procedures as necessary.
- Conducts physical activity sessions in support of health promotion activities such as School Health and Community Outreach conducted by departments within the ERHA.
- Attends workshops/seminars/updates/meetings and participate in training programmes as required.
- Evaluate individuals' abilities, needs, and physical conditions, and develop suitable exercises to meet any special requirements.
- Observe participants and provide assistance and direction of corrective measures necessary for skill improvement.
- Monitors participants' progress and adjust exercises as needed.
- Instructs participants in maintaining exertion levels to maximize benefits from exercise routines.

- Offers alternatives exercise routines during classes to accommodate different levels of fitness.
- Conducts exercises to reduce and/or manage injury.
- Plan routines and chooses different exercises for each set of muscles, depending on participants' capabilities and limitations.
- Teaches proper breathing techniques used during physical exertion.
- Maintains fitness equipment as required.
- Explains and enforces safety rules and regulations governing exercises, techniques and the use of exercise equipment.
- Teach and demonstrates use of exercise equipment.
- Refers injured persons to clinicians as necessary.
- Maintains equipment inventories and select, store or issue equipment as needed.
- Prepares lesson plans and delivers health education talks preapproved by the Health Promotion Specialist/Health Education Officer on exercise related topics (Benefits of exercise, Types of exercises – cardiovascular/aerobic, strength, balance, mobility and flexibility, core exercises, upper and lower body exercises, Exercise injury prevention and management and Importance of hydration before, during and after exercise)
- Participates in performance evaluations to be conducted by Health Education Department that would review lesson plans, health education talks, class structure, client interaction, exercise suitability and modifications.

**MINIMUM TRAINING AND EXPERIENCE:**

- Certificate in Personal/Group/Fitness/Exercise/Aerobics Instructor or Physical Training Instructor or Personal/Fitness Trainer
- Evidence of continuing education in exercise/fitness within the last 5 years
- Training and Experience in exercise for special populations (elderly, pregnant women, chronic disease)
- Training and Experience in Arm Chair Aerobics

