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# Instructor Position Description

**ROLE:** Plan and lead quality Arthritis Foundation Exercise Program classes.

**QUALIFICATIONS:**

1. Certification as an Arthritis Foundation Exercise Program Instructor requires:
  - Successful completion of an Arthritis Foundation Exercise Program Instructor Training Workshop.
  - Teaching at least six one-hour Arthritis Foundation Exercise Program class sessions within six months of completing an Arthritis Foundation Exercise Program Instructor Training Workshop and submission of participant data and completed certification application form to the Arthritis Foundation.
  - Teaching at least six class sessions annually and submission of participant data.
  - Attendance at recertification training every three years.
2. Background, education and/or relevant experience in an exercise, fitness or health-related field such as physical or occupational therapy, recreational therapy, physical education, nursing, exercise physiology, kinesiology, dance therapy or movement therapy. (A person's background in related education or work with the elderly, disabled or other special populations may be considered at the discretion of the Arthritis Foundation in lieu of this qualification.)
3. Current certification in cardiopulmonary resuscitation is required, and first aid certification is strongly recommended.
4. Affiliation with an agency that meets Arthritis Foundation facility standards.
5. Other desirable abilities include:
  - Empathy towards people with arthritis and related diseases gained through personal or professional experience.
  - Interest in working with groups of people with arthritis and related diseases.
  - Experience in teaching exercise classes and skill in group process and instructional techniques.
  - Desire and ability to help others.
  - Strong belief in the value of regular physical activity.

**RESPONSIBILITIES:**

1. Commit to following all Arthritis Foundation program policies regarding the Arthritis Foundation Exercise Program and conduct all class sessions in accordance with the *Arthritis Foundation Exercise Program Instructor's Manual*, without changing the exercises or making other changes, additions or deletions. Sign a Statement of Understanding to document this commitment.



2. Participate in pre-class planning and activities as time and ability allows, including tasks such as: setting class meeting dates and times, publicizing classes to recruit class participants, notifying the Arthritis Foundation of class schedules, arranging to register participants, scheduling the use of facilities and obtaining participant materials and equipment.
3. Establish and enforce guidelines for participants and monitor safety:
  - Avoid discussion or promotion of specific physicians, health professionals, health institutions or unproven remedies.
  - Do not provide answers to specific medical questions, specific treatment advice, or individualized exercise programs.
  - Adhere to a “no touch” policy - no one is allowed to manipulate another’s limbs to help with exercises.
  - Remind participants to observe safety principles such as the “two hour pain rule,” slowing down when tired, limiting movements that are painful, and avoiding vigorous exercising of inflamed joints.
  - Assure that exercises are performed correctly and overexertion does not occur.
4. Understand and comply with the facility’s emergency policies, procedures and practices.
5. Ensure that Participant Release Forms are obtained from all new participants and submit timely and accurate participant data (such as Program Information Forms) and release forms on a quarterly basis or as required by the Arthritis Foundation.
6. Participate in evaluation procedures established by the Arthritis Foundation, including but not limited to site visits, participant surveys and instructor questionnaires.
7. Inform class participants about other Arthritis Foundation resources and activities that may interest them.
8. Communicate problems, concerns, questions or suggestions promptly to the Arthritis Foundation.

**TIME COMMITMENT:**

- Attendance at a one-day instructor training workshop
- Attendance at recertification workshop every 3 years
- Preparation time (approximately 1-2 hours)
- Class time (approximately 12-16 hours per 6-8 week class series that meets twice a week)
- Logistics time (approximately 2-4 hours per class series)