

Warrenville Park District

Job Description

Job Title: Personal Trainer

Salary Range: \$21.00 - \$31.00 hour - DOE

Department: Recreation

Employee Classification: Short-term

Immediate Supervisor: Fitness Supervisor

FLSA Status: Non- Exempt

JOB STATEMENT

Under the direction and supervision of the Fitness Supervisor, the Personal Trainer is responsible for providing Personal Training services. The Personal Trainer independently plans and leads a range of individualized exercise/activity sessions for clients to fit their needs. The Personal Trainer is responsible for assisting clients in obtaining their fitness goals through safe, effective exercise practices.

QUALIFICATIONS

1. Must be 21 years or older.
2. First Aid/CPR-AED certification required to obtain within six months of employment.
3. Specific emphasis on Personal Training from recognized institute (such as NPTI – National Personal Training Institute) and/or BA or BS in Health/Fitness fields and/or nationally accredited certification (A.C.E., A.C.S.M., or equivalent)
4. Thorough knowledge of anatomy, physiology and the effects of exercise on the body.
5. Experience in designing exercise programs.
6. Knowledge of basic nutrition and the well-being of health/mind/body.
7. Experience in teaching the use of exercise equipment required.
8. Good communication, teaching and customer service skills.
9. Flexible schedule to meet client needs.
10. Must be comfortable extending personal training services to patrons and/or existing clients.
11. Must obtain a DCFS Certification of Mandated Reporter of Child Abuse and Neglect within four weeks of employment and maintain certification while employed with the District.

DUTIES AND RESPONSIBILITIES

Essential Functions

1. Recruit clients, offering the benefits of personal training.
2. Adhere to regulations and guidelines established by such organizations as A.C.S.M., A.C.E. or A.F.A.A. when conducting training sessions and advising clients.
3. Perform fitness evaluations for clients.
4. Design exercise programs based on client's needs.
5. Conduct safe and effective training sessions with clients.
6. Keep accurate record of participants/clients.
7. Attend staff meetings and training sessions.
8. Know, review and assist with emergency procedures.
9. Communicate matters of importance to supervisor.
10. Present new ideas on how to improve personal training programs.
11. Must be able to administer First Aid, CPR or AED if needed.
12. Provide excellent customer service to Park District patrons.

Knowledge, Skills and Abilities

1. Thorough knowledge of exercise programming and fitness equipment.
2. Willing to learn new ideas on an ongoing basis.
3. Knowledge of public relations techniques and the ability to use them in promotion of personal training and related services.
4. The ability to be well organized and establish priorities.
5. Ability to resolve problems, handle conflict and make effective decisions under stressful conditions.
6. Ability to function independently, possessing a high degree of self-motivation and self-direction.
7. Skill in oral and written communication and the ability to use these in establishing working relationships with district employees, community officials and the public.
8. Ability to make correct and safe judgments under stressful circumstances and situations.
9. Must follow, administer and implement Warrenville Park District policies and guidelines.
10. Knowledge of basic nutrition is a plus.

Records, Reports and Meetings

1. Must keep detailed, up-to-date records of all clients' training sessions, goals, health history and exercise prescriptions.
2. Must keep record of hours worked and training sessions.
3. Attend and participate in all mandatory staff meetings and trainings.
4. Maintain timecard, recording hours worked honestly and accurately, including all necessary information. Timecards will be reviewed by supervisor prior to submitting for payroll.

Safety Responsibilities:

1. Actively support the loss control program that will effectively control and reduce accidents.
2. Work in harmony with the district staff to implement safety program rules and procedures.
3. Maintain a working knowledge of all general and departmental specific safety rules.
4. Obey and enforce the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activity of the department.
5. Ensure that all management policies are fully implemented for maximum efficiency for each job.
6. Take corrective action for any unsafe condition that is observed that could adversely affect the safety of an employee or the public.
7. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Assist with emergency procedures and building evacuation.

Physical Requirements

1. Must have the ability to physically demonstrate and instruct all fitness prescriptions.
2. The primary responsibilities of this job require demanding physical abilities including skill, strength, endurance and flexibility.
3. Able to stand for long periods of time while assisting clients.
4. Requires hand-eye coordination and manual dexterity to operate fitness equipment, computer, keyboard, copy machine, telephone, calculator, fax machine and other office equipment.
5. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports and computer terminals.
6. Requires hearing within normal range for telephone and customer service.
7. Requires sitting, standing, bending, reaching and a normal range of hearing and vision.
8. Requires assisting with set up of programs and special events as needed.

Working Conditions

1. Exposure to chemicals such as cleaning agents.
2. Ability to lift and move exercise equipment and supplies. Occasionally lifts and carries items weighing up to 50 lbs.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position which I will hold in the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

If I am unsure of the r my Supervisor/Manager. I am aware that the Jobe Description may be changed and an updated copy will be available to me.

Employee Name (Print Legible)

Date

Employee Signature