



Job Description

Certified Personal Trainer

FLSA Status Part-Time

MISSION STATEMENT:

As the heart of the community, the Eaton Area Park and Recreation District strives to inspire and encourage healthy lifestyles by serving the physical, social, and mental needs of all ages.

SCOPE OF POSITION:

General Statement of Duties: Performs a variety of duties associated with personal training programs with instructing or leading clients. Employees at this level provide specialized instruction and program supervision which may include the coordination of schedules and activities in assigned areas.

Employees with applicable certifications and higher-level experience and training may be hired at the lead level.

Supervision Received: Works under the direction of the Recreation Division Supervisor and Wellness Coordinator.

Supervision Exercised: None

FLSA Status: Non-Exempt

Salary Range: \$25.00-60.00 unit/hr Part-Time

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs a variety of duties associated with personal training sessions and clients.
- Provides a safe, effective, and supportive learning environment for diverse participants with varying skills and fitness levels.
- Ensures participants are performing exercises correctly and safely.
- Stays up to date on the latest trends and techniques in areas of expertise. Evaluates sessions effectiveness and recommends other fitness classes or techniques.
- Plans sessions and conducts individual or group instruction in areas of expertise. This may include selecting exercises, referring clients out and keeping accurate exercise logs.
- Uses knowledge and expertise to modify sessions for various participant skill levels.
- Uses a variety of equipment and makes sure equipment is put away after each session.
- Arrives on time for all scheduled sessions and meetings.
- Maintains client related records and reports.
- Ensures that sessions end on time and respects the time of their clients.
- Displays competence and professionalism in conducting personal training sessions with clients.
- Provides exceptional guest service to all clients and guests, and responds to information requests, comments, and complaints.
- Maintains frequent communications with other staff within the Community Center and reports any issues or concerns with inventory, facility conditions, policies and incidents to supervisory staff as needed.
- Maintains responsibility for submitting work orders for repairs or broken equipment and communicates with Wellness Coordinator on future equipment needs.
- Ensures the safety of guests and program participants by enforcing all rules and policies with staff and guests.



- Provides essential customer service and safety by serving as a Fitness Attendant for designated timeframe on a weekly basis.
- Assumes leadership roles as assigned in annual wellness challenges for the District.
- Completion of successful annual audit to ensure client safety, goal-oriented exercise prescription, and ability to provide modification/advancement based on client progress.
- Attends and participates in staff meetings and training.
- May be considered as a subject expert for area of specialization and may train other staff on specific knowledge.
- Performs other related duties as assigned.

QUALIFICATIONS:

Education and Experience:

- High school diploma or GED
- Two years of related work experience or training preferred.
- An equivalent combination of education and experience may be considered.
- Must be 18 years or older.

Necessary Knowledge, Skills, and Abilities:

- Must hold a current Personal Training certification from at least one accredited organization, including but not limited to ACSM, CSCS, NASM, NETA, ACE, AFAA, NSCA or a similar organization.
- Ability to obtain CPR, AED and First Aid certifications within 3 months of hire.
- Ability to obtain bloodborne pathogen certification within 3 months of hire.
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REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of the current principles, practices, teaching methods and techniques specific to planning and teaching the program of instruction in areas of expertise.
- Must be able to read, write, and speak English fluently.
- Working knowledge of the major muscle groups and kinesiology.
- Ability to plan and organize safe and effective sessions and activities.
- Ability to select appropriate exercises, design choreography and create music playlists if needed.
- Understands that use of explicit language is not allowed in playlists/song choices.
- Ability to effectively present exercises, demonstrate proper techniques and respond to questions specific to the program of instruction.
- Ability to adapt exercises and activities to meet a wide variety of participant skill levels.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.
- Ability to maintain certifications.
- Ability to market training services or special programs continually and consistently.
- Ability to perform first aid, CPR and other medical attention as needed.
- Ability to provide outstanding customer service in a fast-paced, chaotic environment to a diverse guest population.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and other recreation staff under stressful circumstances.



- Ability to establish and maintain effective working relationships with supervisors, peers, and other EAPRD staff. Including the ability to follow directions and demonstrate professional behavior.
- Ability to communicate, follow and enforce all rules, regulations, and policies. Ability to recognize safety hazards and sanitation issues and to notify supervisors.
- Ability to operate all assigned equipment safely; ability to set up, maintain and tear down activity related equipment.

EQUIPMENT AND VEHICLES USED:

Personal computer, including word processing software; calculator; copy, scan, and fax machine; phone; portable radio; automobile; various sports equipment used in recreation programs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical demands described here are representative of those an employee would typically encounter while performing the essential duties and responsibilities of this position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Graded based on intensity of instruction (Level 1,2,3).



JOB DESCRIPTION ACKNOWLEDGEMENT FORM

I have reviewed the Certified Personal Trainer job description and I understand my job duties and responsibilities. I am able to perform the essential functions as outlined with and without reasonable accommodations.

I understand that my job may change on a temporary or regular basis according to the needs of the District, listed as other duties as assigned.

If I have any questions about job duties not specified in this description, I should discuss them with my immediate supervisor or a member of the management staff.

Name (Printed): _____ Date: _____

Signature: _____