

# Warrenville Park District

## Job Description

**Job Title:** Personal Trainer

**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 selling Personal Training sessions. The Personal Trainer independently plans and leads a range of individualized exercise/activity sessions for clients in a standard to advanced fitness specialty area. The Personal Trainer is responsible for assisting clients in obtaining their fitness goals through safe, effective exercise programs.

### **QUALIFICATIONS**

1. Must be 21 years or older.
2. First Aid/CPR-AED certification required.
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 required.
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 with clients' needs.
10. Must be comfortable selling themselves and Personal Training sessions.
11. DCFS Certification of Mandated Reporter of Child Abuse and Neglect.

### **DUTIES AND RESPONSIBILITIES**

#### ***Essential Functions***

1. Recruit clients, selling 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. Register members for personal training sessions.
12. Must be able to administer First Aid, CPR or AED if needed.
13. Provide superior level of 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 “normal” and highly stressful circumstances and situations.
9. Must follow, administer and implement Warrenville Park District policies and guidelines.
10. Knowledge of basic nutrition.

### ***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. Chemicals used for cleaning are safe, but some staff may be allergic. Notify supervisor immediately if you, another staff member or customer has an allergic reaction.
3. Latex and non-latex gloves are provided to use whenever using any chemicals.
4. Ability to lift and move exercise equipment and supplies. Occasionally lifts and carries items weighing up to 50 lbs.

The above 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.