

Bloomington Park District
JOB DESCRIPTION

Job Title: Personal Trainer

Pay Status: Part-Time, Hourly (non-exempt)

Pay: \$24-\$32/hour

Immediate Supervisor:

Responsible to the Fitness Coordinator.

DESCRIPTION:

Under the direction of the Fitness Coordinator, the Personal Trainer is responsible for creating and implementing workout programs for clients at the B-Fit Fitness Center.

Qualifications:

- Personal Trainers must be 18 years or older and possess knowledge of all areas of fitness.
- Minimum of a high school diploma.
- First Aid/AED/CPR Certified.
- Personal Trainers must have obtained a certification through a nationally accredited organization such as ACSM, NASM or ACE. Certification or ability to obtain within 6 months of hire date.
- Personal Trainers must be goal-oriented, approachable, outgoing and determined. Must be comfortable selling Personal Training sessions.
- Must show evidence of continual growth and development in the field of fitness.
- Ability to maintain self-control and composure in difficult situations.
- Ability to demonstrate leadership qualities to perform required work.
- Willingness and ability to work a flexible schedule around their client's needs.
- Excellent oral and written communication skills.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Develop, document and implement one-on-one workout programs that match the needs and goals of clients.
- Determines format and content of exercise/activity program based on individual client needs.
- Instruct clients on basic exercise physiology and inform them as to proper lifting and exercise technique.
- Follow Bloomington Park District guidelines, policies and procedures.
- Maintain a safe and secure environment for participants.
- Provide clients with exercise and nutritional recommendations to meet their fitness goals.
- Gather and maintain information on clients' fitness expectations and provide guidance for reaching goals.
- Tracks clients' progress and maintains complete and accurate client files.
- Keep personal training areas clean and organized.
- Sets up and monitors equipment. Inspect equipment and report any safety or maintenance needs to the Recreation Supervisor.
- Communicate maintenance and custodial issues to the Recreation Supervisor.

- Responds to all injuries. Ensures client adherence to safety and injury prevention policies and procedures and prepares incident/accident reports as required.
- Assist during major emergencies and familiarize with evacuation plans.
- Ability to provide individual guidance to other trainers.
- May work additional hours at events for marketing opportunities.
- Attend staff trainings and meetings
- Performs miscellaneous job-related duties as assigned by the Recreation Supervisor.
- Communicates information to members and patrons.
- Maintain confidentiality of client's personal information and in compliance with federal and local requirements.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Provide a friendly environment for all staff and participants.
- Maintain a positive relationship with staff and co-workers.
- Present yourself in a professional manner at all times.
- Maintain prompt hours and follow absence procedures.
- Dress appropriately during each shift.
- Check messages and email to confirm orientation and training appointments as well as new client notifications.
- Maintain high standards and achieve high expectations.
- Perform additional duties and requirements as assigned.

PHYSICAL DEMANDS:

- 100% of your time will be on your feet conducting personal training sessions and interacting with members. This is an active position. Lifting is a requirement in terms of demonstrating use of equipment and providing demonstrations for customers of how to use various fitness equipment within your own weight limitations. Occasional lifting of boxes with supplies, equipment, or promotional items which are typically around 25 lbs is also required.

Work Hours and Compensation:

The Personal Trainer position is part time and is paid every two weeks at an agreed salary. The position is classified as a non-exempt hourly employee status and will work anywhere from 1-25 hours per week. The hours worked on a daily basis will vary. The salary range for this position is \$24-\$32 an hour.

Environmental Considerations:

Performs most activities indoors. Might be exposed to all conditions indoor such as lighting, temperature, noise level.

Cognitive Considerations:

- Must be able to follow directions and perform work activities as assigned by the Recreation Supervisor.
- Must be able to communicate effectively and be organized in their daily tasks.

- Must be able to work closely with co-workers and other employees.
- Must be able to present ideas and recommendations in a clear and concise manner.
- Must use good judgment and possess and use effective problem-solving skills.
- Use basic math, reading and writing skills
- Follow step-by-step procedures and obtain end result

Psychological Considerations:

- Must remain aware at all times of safety issues and use good judgment.
- Must have ability to deal with other people under stressful situations.
- May be able to work under stressful conditions including assisting in providing basic first aid.
- Must be able to work independently.
- Must show leadership and initiative and motivate participants.

Physiological Considerations:

- May need to respond to situations quickly and accurately.
- Must be in good physical condition.