

LINDENHURST PARK DISTRICT
JOB DESCRIPTION

Job Title: Personal Trainer
Classification: Part Time, Hourly
Salary Range: \$25-\$40/hour DOQ
Department: Recreation



JOB SUMMARY

The Personal Trainer is responsible for working with clients in a one-on-one, small group setting and leading group classes. Must be motivated, experienced and willing to work with varying levels of clientele. Hours of work will vary based on client's needs, trainer's availability and season. This position will work under the direction of the Athletic Program Manager to determine work schedule and create the best options for our clients.

JOB DUTIES

- Ensure safety of all fitness participants and staff, look to Athletic Program Manager for direction in an emergency
- Promptly report all unsafe actions, practices or conditions to the immediate supervisor
- Develop, document, and implement one-on-one workout programs that match the needs and goals of clients
- Instruct clients on basic exercise physiology and inform them as to proper lifting and exercise technique
- Provide safe and effective spotting techniques to clients
- Demonstrate on-going competence in providing one-on-one personal training services to clients and create relationships of trust with clients
- Provide and monitor quality exercise recommendations for individual clients, ensuring the attainment of specific goals
- Maintain all client files to include a fitness evaluation and a copy of the client exercise program per industry standards
- Arrive at least 10 minutes prior to scheduled appointments
- Provide support to Athletic Program Manager in regards to developing program and specialty workshops
- Work with the Athletic Program Manager to optimize resources and provider availability, while scheduling programs that meet the diverse needs of members
- Provide exceptional customer satisfaction by answering inquiries and comments regarding programs through efficient and timely communication
- Possess the interpersonal skills necessary to interact with participants in a personable, enthusiastic manner
- Show compassion, concern, and interest in the participants
- Maintain consistent and open communication with all participants and Athletic Program Manager
- Maintain cleanliness of equipment and site at all times and keep all supplies neat and in an orderly fashion
- Seek assistance from Athletic Program Manager in behavior and discipline concerns
- Maintain good public relations and be an enthusiastic supporter of the LindenHurst Park District
- Attend all training and meetings as required
- Complete CPR and First Aid training
- All other duties as assigned within reasonable scope of role

EDUCATION, EXPERIENCE & REQUIRED CERTIFICATES/LICENSES/REGISTRATIONS

- Bachelor's Degree in Exercise Science, Kinesiology or related field
- Minimum of 1 year experience as a Personal Trainer or group fitness instruction
- Current certification in personal training by ACSM, NSCA, ACE, NASM, CSCS or other nationally recognized organization
- CPR/AED Certification or ability to obtain within 30 days of hire

STAFF EXPECTATIONS

This position requires the ability to demonstrate leadership, initiative, and creativity in order to establish and direct a comprehensive fitness program. Be a role model to participants and other staff members. Communicate appropriately and effectively to participants, families, coworkers and general public. This person must have the ability to produce accurate work on a timely basis and to perform duties with initiative, persistence, creativity, integrity, good judgment, tact and courtesy. Knowledge of Lindenhurst Park District's properties, facilities, and staff.

SAFETY & LOSS CONTROL

Obey and enforce safety rules and procedures as listed in the Staff Manual, the Safety Manual for Staff and Volunteers, and with applicable sections of the Personnel Policy Manual(s).

Ensure all personnel and volunteers receive instruction and understand the safe use of equipment and materials specific to each job/task they may undertake. Current first-aid and CPR certificate or ability to certify upon hire is required. Should be familiar with the use of current safety precautions used in recreation and park settings. Ensure availability of appropriate personal protective equipment and first-aid kits. Set a good example by properly wearing/using the equipment. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery.

Report all incidents, accidents, and injuries promptly. Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.

EMPLOYMENT STANDARDS

Academic Preparation – Training, Experience & Desirable Attributes - Must be at least 21 years of age. Preference is given to applicants with experience as personal trainer, group exercise instructor or previous work within a fitness setting. This position requires the ability to demonstrate initiative and responsibility in order to assist in the establishment of a comprehensive fitness program. Positive attitude, ability to work collaboratively and to solve problems.

Lindenhurst Park District will conduct a criminal background check on all applicants for this position. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and proving the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified proof of date of birth at the time of hire.

The staff may terminate employment with the Lindenhurst Park District at any time and the Park District reserves the similar right.

SIGNIFICANT RESPONSIBILITY

Due to the nature of the Personal Trainer position and the parks and recreation field, this person is expected to work a schedule that fulfills the objectives of the Lindenhurst Park District including and without limitation, attending work related meetings during early morning and some evening hours.

PSYCHOLOGICAL CONSIDERATIONS

The Fitness staff must assist in resolving differences and problems that arise with citizens, participants, personnel, and volunteers with immediate supervisors. Staff may also have to work under stressful situations when first-aid or CPR is required.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

The Personal Trainer positions needs considerable physical effort. 100% of your time will be on your feet conducting personal training sessions and interacting with clients.

Sitting – occasionally	Walking – frequently	Strength – Up to 50lbs; up to 100lbs with assistance
Climbing – occasionally	Balancing – frequently	Stooping – frequently
Kneeling – frequently	Crouching – frequently	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – frequently

PHYSIOLOGICAL CONSIDERATIONS

Will need to respond quickly and accurately. Must be able to work and communicate effectively with the volunteers, participants, parents, media, staff, etc.

COGNITIVE CONSIDERATIONS

Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person’s ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

Signature of Employee

Date

(Please Print Full Name of Employee)