

Oak Brook Park District Job Description

Job Title: Personal Trainer
Classification: Part Time, Non-Exempt
Department: Fitness

SUMMARY:

The personal trainer is responsible for fitness assessment, training development and conducting training sessions. This position is under the general supervision of the Fitness Supervisor.

SUPERVISOR:

The Personal Trainer reports directly to the Fitness Supervisor.

ESSENTIAL JOB DUTIES:

- Create and implement a safe and effective exercise program, following professional industry guidelines and parameters.
- Perform a fitness analysis/assessment on all clients and re-evaluate clients to monitor progress.
- Remain current with fitness trends, programs and training.
- Responsible for managing and maintaining scheduled appointments with clients.
- Follow the Park District Trainer's Manual and Procedures.
- Attend all mandatory staff meetings
- Actively market, promote and advertise personal training services.
- Support the Fitness Supervisor in providing fitness equipment orientation services for members.
- Responsible for retaining detailed records of training clients (i.e., health history, exercise prescription and program, training sessions, etc.).
- Follow and adhere to the Park District's employee policies.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

MARGINAL FUNCTIONS:

- Attend Park District meetings as necessary.
- Represent the Park District at various public functions.
- Be able to volunteer for Park District services and events.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Ability to maintain positive and effective working relationships with department heads,

supervisors and other staff members.

PHYSICAL REQUIREMENTS:

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Performs lifting tasks up to 75 pounds.
- Must wear required park district uniform during training session with clients.

HOURS:

Depending on the training sessions with clients or working assigned fitness floor hours for fitness orientation and answering questions from members, patrons and guests.

EDUCATION, EXPERIENCE AND TRAINING:

- High School Degree or Higher
- Valid Illinois State Driver's License (Class D)
- Must possess at least 2-3 years of experience in personal training and be able to communicate effectively with clientele.
- Must possess a personal training certification from the National Academy of Sports Medicine (NASM), American College of Sports Medicine (ACSM) and National Strength and Condition Association (NSCA) or other nationally accredited certification.
- Current CPR/AED/First Aid certification or ability to become certified by the Park District within one month of employment.

The Oak Brook Park District is an Equal Opportunity Employer