

CITY OF AIRWAY HEIGHTS JOB DESCRIPTION

TITLE: Personal Trainer
DEPARTMENT: Parks, Recreation & Community Services
REPORTS TO: Fitness Supervisor
WAGE: \$16.14 - \$19.27/Hour – In Session \$22.24 - \$26.56/Hour

This is a part time temporary position, and may be required to work early mornings, evenings, weekends, and holidays. Schedule of work hours may vary based on assigned duties.

NATURE OF WORK:

Personal Trainers are responsible for designing and implementing safe programs to assist clients in reaching their health and fitness goals. Trainers must maintain professionalism and member rapport while delivering the highest level of customer service. Maintaining cleanliness of the fitness area is also required. The position may also be asked to serve as a Fitness Floor Attendant or Group Fitness Instructor.

ESSENTIAL DUTIES:

Duties may vary depending on shift assignments.

- Evaluate client's fitness level and design safe and effective training programs with achievable goals based on client's needs and abilities
- Motivate and encourage clients through positive reinforcement and helpful strategies
- Counsel, educate, and provide information to clients on diet, nutrition, general fitness, and health topics
- Chart and track client progress
- Keep client records organized and confidential in accordance with the HIPPA privacy act
- Provide corrective advice when improper lifting form or equipment use is identified
- Conduct body composition testing with body fat calipers, hand held devices, scales, and machines
- Clean exercise equipment and all fitness center areas after all Personal Training sessions
- Conduct non-session Fitness Orientations/Consultations to new members and prospective clients
- Assist Fitness Supervisor with the implementation of wellness/incentive programs
- Adhere to all terms and agreements for licensed programs, applications, and services employed by the Recreation Center
- Attend all required meetings and/or trainings
- Other duties as assigned

SKILLS AND ABILITIES:

- Cardio, free weight, strength, and functional training equipment
- Cardiovascular condition and strength and flexibility training
- Safe and effective exercise techniques for vary fitness levels, abilities or special needs
- Safe working practices
- Strong understanding human anatomy and kinesiology
- Adjust to unforeseen class schedules changes or participation numbers
- Contribute to the collaborative group process
- Creatively and efficiently use available resources
- Outgoing and willing to take on additional assignments as needed
- Communicate orally and in writing

- Interact with the public in an effective, customer-friendly manner, and establish and maintain effective working relationships with City staff and other organizations
- Work independently and make appropriate decisions regarding work methods and priorities
- Maintain confidentiality
- Demonstrate a strong sense of personal ethics along with a high degree of professional judgment and discretion

MINIMUM QUALIFICATIONS:

- Possess a high school diploma, G.E.D., or an equivalent
- Personal training certification; must have at least one of the following certifications: ACE, NETA, ACSM, ISSA, AFAA, NSCA, NASM, NFPT, AFPA, CrossFit or related certification
- One year of Group Fitness experience
- Combination of education, training, and experience in fitness
- Must possess a valid driver’s license with one-year minimum driving experience
- Must be at least 18 years of age
- CPR/AED & First Aid Certification
- Successfully complete a criminal history check

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 finger, handle, 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 frequently lift and/or move up to 50 pounds, and occasionally must aide or assist participants. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The employee must have a high degree of energy, be physically fit, and have the endurance to complete the workout.

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. While performing the duties of this job, the employee occasionally works with various types of fitness equipment. The noise level in the work environment is usually quiet while in the office, and loud when in the facility and while performing duties.

SELECTION PROCESS:

- City of Airway Heights employment application with resume attached
- Rating of education and experience
- Oral interview and reference check
- Criminal History check

ORIGINATION DATE: January 14, 2019
EEO CATEGORY: Service Worker
STATUS: Non-Exempt

The statements contained herein reflect general details a necessary to describe the principle functions of this classification, the level of knowledge and skills typically required and the scope of responsibilities, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance workload. This job description does not constitute an employment agreement between the City and the employee and is subject to change as the needs of the City and requirements of the job change.

Date: _____

Manager: _____

Employee: _____