



EXCELSIOR SPRINGS

Parks · Recreation · Community Center

Job Title:	Personal Trainer	Job Category:	Fitness
Department/Group:	ESPRCC	Supervisor:	Fitness Coordinator
Location:	ES Community Center	Date Closing	Open until filled
Level/Salary Range:	J Starting at \$21.28/hour	Position Type:	Part-time

Personal Trainers guide members interested in weight loss, muscle building and increasing their fitness levels on the appropriate modes of action. Create individualized plans for achieving fitness goals and provide supplemental nutritional information. Personal Trainers lead clients through exercise routines, train in proper use of strength training equipment, free weights and cardiovascular equipment while offering words of encouragement during training sessions.

ESSENTIAL JOB FUNCTIONS:

1. Consult comprehensively with new and continuing clients to determine fitness goals.
2. Conduct proper assessments of new and continuing client capabilities including strength, flexibility, body mass index, and other criteria.
3. Analyze fitness goals of individual clients to determine feasibility and best method to attain goals.
4. Design individualized, specific fitness plan for each client based on goals, capabilities, health, potential barriers and safety concerns.
5. Attract and retain members by consistently providing excellent customer service and participate with fitness and the community center teams toward member retention goals.
6. Communicate frequently with members of their classes through social media or build an email client list that promote attendance and the ESCC.
7. Monitor and instruct members on a personal level using up to date techniques and methods to ensure proper use of strength training equipment, free weights and cardiovascular equipment.
8. Assist with integrating new members into the community center, which includes fostering a fitness lifestyle through education.
9. Act as an ambassador for the center by providing introductory training sessions to new members.
10. Conduct and recommend individual education programs/training for clients.
11. Produce and increase personal training revenue and promote/sell personal training packages.
12. Extend client base of personal training services (encouraged to maintain at least 5 clients).
13. Lead clients and other staff by example, consistently conveying a positive attitude, passion and pride in work.
14. Develop a personal rapport with members and clients, motivating them to participate in fitness programs such as Group Fitness classes.
15. Educate members on current health and fitness issues and trends.
16. Maintain clean work environment which includes ensuring restoring the area to a condition of cleanliness; putting away the fitness equipment after each training session, wipe down the area with gym wipes.
17. Ensure the safe use and maintenance of any fitness equipment.



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18. Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelors in Exercise Science, Physiology, or related field preferred.
2. Must have a current national accredited certification (ACE, ACSM, NASM, NSCA, CI-CPT AFAA, NETA).
3. Strong experience in fitness programming and strong knowledge of safety issues related to the use of exercise regimes and equipment.
4. Ability to effectively work/interact with diverse populations.
5. Excellent working relationships with community partners.
6. High ethical standards and possess strong personal and professional integrity.
7. Ability to successfully obtain and maintain certification in CPR/AED and First Aid.

PREFERRED SKILLS:

1. Strong customer service skills.
2. Ability to follow written and verbal instructions.
3. Ability to gather information, make computations and assist in other department activities.
4. Must be able to maintain confidentiality.
5. Ability to establish and maintain effective working relations with coworkers and the public.
6. Ability to make work-related decisions in accordance with department policies and regulations with a minimum of supervision.
7. Ability to establish good working relationships with public, subordinates and supervisors.
8. Ability to maintain self-control and composure and set a professional example for the staff and participants.
9. Ability to demonstrate a strong commitment to patron services.
10. Ability to understand, analyze and implement ideas and concepts.
11. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment.
12. Frequently lifts heavy objects, and uses tools or equipment requiring a high degree of dexterity.
13. Ability to work nights and weekends with irregular work hours.
14. Exposure to communicable diseases and bodily fluids.
15. Must be able to lift, push, pull, and carry up to 50 pounds in weight. Proper lifting techniques required.
16. Position may require bending, leaning, kneeling, and walking.

ADDITIONAL NOTES:

This position description has been prepared to assist in defining job responsibilities, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The Director retains and reserves any or all rights to change, modify, amend, and or delete, any section of this document as it deems, in its judgment, to be proper.