



Excelsior Springs Parks, Recreation & Community Center

Job Title:	Personal Trainer	Job Category:	Job Category
Department/Group:	Community Center	Supervisor:	Fitness Coordinator
Location:	Excelsior Springs Community Center	Closing Date:	Open until filled
Level/Salary Range:	Grade 15	Position Type:	Part-time Position

Job Description

GENERAL PURPOSE:

Personal Trainers guide members interested in weight loss, muscle building and increasing their fitness levels on the appropriate modes of action. They work with clients to create individualized plans for achieving their 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:

- Consult comprehensively with new and continuing clients to determine fitness goals
- Conduct proper assessments of new and continuing client capabilities including strength, flexibility, body mass index, and other criteria
- Analyze fitness goals of individual clients to determine feasibility and best method to attain goals
- Design individualized, specific fitness plan for each client based on goals, capabilities, health, potential barriers and safety concerns
- Attract and retain members by consistently providing excellent customer service and participate with fitness and the community center teams toward member retention goals
- Communicate frequently with members of their classes through social media or build an email client list that promote attendance and the ESCC
- 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
- Assist with integrating new members into the community center, which includes fostering a fitness lifestyle through education
- Act as an ambassador for the center by providing introductory training sessions to new members.
- Conduct individual education programs for new and continuing clients to assess and recommend personal training programs
- Produce and increase personal training revenue
- Extend client base of personal training services (encouraged to maintain at least 5 clients)
- Lead clients and other staff by example, consistently conveying a positive attitude, passion and pride in work
- Develop a personal rapport with members and clients, motivating to participate in fitness programs, Group Fitness classes
- Educate members on current health and fitness issues and trends
- Maintain clean work environment which includes ensuring restoring the area to a condition of cleanliness i.e. putting away the fitness equipment after each training session, wipe down the area with gym wipes
- Ensure the safe use and maintenance of any fitness equipment
- Other duties as assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Current CPR/AED certification and basic first aid training is required. (Can be received as on the job training)
- Ability to work nights and weekends, with irregular hours
- At least one year of experience at a Fitness Attendant I

PREFERRED SKILLS:

- BS or BA in Exercise Science, Physiology, or related field preferred
- Must have current national accredited certification (ACE, ACSM, NASM, NSCA, CI-CPT AFAA, NETA)
- Strong experience in fitness programming x Strong knowledge of safety issues related to the use of exercise regimes and equipment
- Ability to promote/sell personal training packages. Excellent interpersonal skills
- Ability to handle multiple tasks
- Ability to adhere to flexible schedule and work independently
- Current CPR/AED certification and basic first aid training is required. (Can be received as on the job training)
- Basic Computer skills required, Microsoft Office, Google Drive and other operating systems or programs used by Excelsior Springs Community Center

ADDITIONAL NOTES

The physical demands described here are representative of those that must be met by an associate to perform the essential functions of this job. While performing the duties of this position, the associate is regularly required to stand, walk, and communicate with members, program participants, guests, vendors and associates. Reaching above shoulder heights, below the waist or lifting as required to store materials, move basketball goals, and other duties throughout the workday. The associate may occasionally lift and/or move up to 50 pounds. Proper lifting techniques required. The associate may be required to assist in case of emergency situations with members and program participants related to CPR/First Aid procedures.

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Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time