

JOB DESCRIPTION



JOB TITLE: Personal Trainer / Group Fitness Instructor (Part-time)

DATE: FY27

DEPARTMENT: RecFit

PAYSCALE: **\$16-\$18.00 per hr**
(Incentive potential for fitness class instruction based on participation)

REPORTS TO: Director of RecFit

JOB SUMMARY:

Employees in these positions coordinate the overall design and implementation of training programs for our clients. The Personal Trainer/Fitness Instructor is responsible for accurately assessing clients at the start of their journey, compiling reports, and developing their fitness levels. The Instructor should be able to assist clients in reaching their goals, and have a passion and drive for health, wellness, and fitness. They demonstrate techniques, observe participants to help them improve their skills, and ensures the safe operation of the facility.

MAJOR RESPONSIBILITIES AND ACTIVITIES:

- Responsible for the development and delivery of individual and group fitness programs.
- Assist RecFit members in reaching individual goals.
- Evaluate individuals' abilities, needs, and physical conditions, and develop suitable training programs to meet any special requirements.
- Offer alternatives during sessions to accommodate different levels of fitness or participants' capabilities.
- Instruct participants in maintaining exertion levels to maximize benefits from exercise routines.
- Observe participants and inform them of corrective measures necessary for skill improvement and adapt programs as needed.
- Create and plan routines using different movements for each set of muscles, depending on participants' capabilities and limitations.
- Teach proper breathing techniques used during physical exertion.
- Monitor participants progress and adapt programs as needed.
- Counsel individuals and groups on basic rules of good nutrition, healthy eating habits, and nutrition monitoring to improve their health and performance.

- Explain and enforce safety rules and regulations. Establish and maintain procedures for emergency response services.
- Inform facility manager, staff, of potential hazards resulting from facility conditions or users' capabilities.
- Stay current with industry certifications and competencies. Apply new knowledge to programs and participants.
- Keep other staff members current with industry standards and programs.

The Academy administration and facility manager reserve the right to assign or reassign duties and responsibilities to this job at any time.

REQUIRED SKILLS AND ABILITIES:

- Knowledge of principles for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles of program design, teaching and instruction for individuals and groups, and the measurement of instructional effects.
- Knowledge of human behavior and performance; individual differences in ability and interests; learning and motivation; and the assessment of disorders.
- Must possess the ability to effectively instruct and teach others.
- Position requires active listening skills; giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

EDUCATION/EXPERIENCE:

- One or two years of work-related skill, knowledge, or experience either on-the-job and/or informal training with experienced workers.
- An Associate's degree in related field preferred, a bachelor's degree a plus.
- Certification in Personal Training (required) and Strength Training (preferred). First Aid and CPR certification required.

ENVIRONMENTAL FACTORS:

The majority of duties are performed in a standard fitness facility. Some maintenance work on equipment may be necessary. Must have the ability to lift 50 lbs., with frequent lifting and/or carrying of objects or equipment weighing up to 25 lbs. and carrying such weights a distance of up to 50 yards. Other physical requirements include pushing, pulling, and reaching, frequent walking, standing, occasional bending, stooping and kneeling, must be able to hear and speak

clearly to communicate with patrons and colleagues. Vision such as excellent depth perception, reaction time, far vision, spatial orientation. Must have the ability to reason and make judgements.

Frequent work outside of regular work schedule may be required, including evenings and weekends.

BACKGROUND CHECK AND FINGERPRINTING:

The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Non-Discrimination and Unlawful Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I can perform all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Assistant Headmaster, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date