



The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.

Job title	<i>Personal Trainer</i>
Reports to	<i>Wellness Programs Supervisor</i>
Salary Range	<i>\$10.00-\$25.00 per hour + incentive</i>
Classification	Part time, Non-Exempt

Location

This position will be located at the Two Rivers Activity Center (TRAC). TRAC is a state-of-the-art recreation center designed to support health and wellness for all ages. Our cause is to make our community the best place to live and play by providing resources, programs and opportunities that promote health and well-being. Our work focuses on; health and wellness programming, recreational and leisure activities, and youth development.

We value;

- **Community-** We are all in this together.
- **Quality-** We provide an exceptional experience.
- **Integrity-** We act with high ethical standards.
- **Inspiration-** We believe in what we do to make a difference.

Job Summary

Under the general supervision of the TRAC Wellness Programs Supervisor, Personal Trainers will be responsible for the development and implementation of safe and effective exercise programs for members of TRAC. Trainers will be responsible for the recruitment of their clients and may train one-on-one or in a small group setting. Trainers must possess the ability to motivate and train participants of all fitness and skill levels, and effectively correct any improper form or lifting techniques. Trainers should also be able to conduct pre- and post-fitness assessments in order to track client progress. Trainers should hold a nationally recognized personal training certification as well as CPR/AED and First Aid certifications.

Trainers will work a minimum of 10-20 floor hours/week in order to meet and recruit potential clients. Pay during floor hours will be \$10/hour. Additional hours training clients will start at \$25/hour.

Core Competencies

Guest Service

- Interacts with guests/families in a warm and friendly way.
- Listens to understand what guests/families have to say.
- Takes immediate action to meet guests/family requests or needs.

Safety

- Recognizes safety hazards and takes corrective action; seeking assistance when needed.
- Demonstrates knowledge of operational policies and procedures.
- Performs work safely, without causing harm or risk to self, others or property.

Mission and Values

- Demonstrates personal commitment to the Mission and Values of Jamestown Parks and Recreation and Two Rivers Activity Center.
- Initiates collaboration with others outside of service area.
- Models accountability for learning by sharing knowledge and learning from others.
- Regular and predictable attendance is required.

Interpersonal/Communication/Relationships

- Builds effective working relationships.
- Expresses appreciation to others for their work.
- Treats others with respect.

Equipment

- Demonstrates skill in use of equipment relevant to position; verbalizes knowledge of appropriate safety procedures.
- Identifies equipment problems; seeks out appropriate person to make repairs, consistently informs appropriate person of problems encountered with repairs or calibration of equipment.

Essential duties and responsibilities

- Builds effective, authentic relationships with guests; helps guests connect with each other and TRAC. Introduces new guests to TRAC programming and/or based on their health and well-being goals.
- Screens for exercise limitations and identifies potential risk factors through screening prior to beginning training program.
- Understands scope of practice and refers clients to appropriate allied health professional when necessary.
- Provides pre- and post-fitness assessments to measure client progress when necessary; maintains records of each client's exercise sessions.
- Designs safe and effective exercise programs; individualizes programs based on each client's unique fitness level, skill level and interests.
- Demonstrates exercises and helps clients improve technique; immediately corrects errors in technique to minimize injury and improve fitness.

- Effectively coaches and motivates clients in support of their desired behavior change.
- Utilizes tools and information for the purpose of increasing clients' knowledge of wellness as well as wellness programs provided through TRAC.
- Answers questions from clients to support them in achieving their goals related to healthy living.
- Maintains working knowledge of wellness and trends to provide effective information and support to guests and staff; displays commitment to maintaining certification and continuing education requirements.
- Adheres to Wellness Attendant duties during floor hours.
- Attends all schedule meetings and trainings as required.
- Other duties as assigned by Wellness Supervisor.

Qualifications

Licensure/Certification:

- Certification through a nationally recognized organization.
- CPR/AED and First Aid (will provide course).

Education:

- Completion of or working toward a bachelor's degree in exercise science, health and fitness administration or related field preferred but not required.

Additional Requirements:

- May be asked to demonstrate a training session for interview committee before hire.

Working conditions

This position will require the attendance at regular team meetings, trainings and special planned events. If the child programming or activities are located in other areas of the TRAC facility as well as outdoors, or off site, all responsibilities as stated in your job description apply. You may be asked to work evenings, weekends, extended shifts and outdoors during all seasons of the year.

All applicants will be subject to a criminal background check.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this employee is in an indoor setting where he or she may be subject to noise and distraction; requires muscular exertion

and/or physical strain; requires use of fine motor skills to operate a computer, keyboard, and mouse, and must sit, stand, walk, bend, stoop, crouch and kneel. Must be able to speak, hear, and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

Direct reports

This position is not responsible for the direct supervision of other staff members.

Approved by:	<i>Amy Walters, TRAC Facility Manager</i>
Date approved:	<i>June 26, 2017</i>
Reviewed:	<i>June 26, 2017</i>