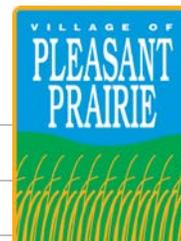


# VILLAGE OF PLEASANT PRAIRIE

## Job Description



Division/Department: Fitness/RecPlex	
Location: RecPlex, 9900 Terwall Terrace, Pleasant Prairie, Wisconsin	
Job Title: <b>Personal Trainer</b>	
Reports to: Fitness Director	Salary: \$14.00-\$20.00/hour
Type of position:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

### JOB SUMMARY

Under the direct supervision of the Personal Training Manager and indirect supervision of the Fitness Director, the Personal Trainer will be responsible for the delivery and promotion of various personal training services that offer clients a method to maximize workout efficiency, improve fitness, increase stamina and improve overall sense of well-being. **Above all, the primary purpose of the Personal Trainer is to provide outstanding service through warm interactions.**

### CORE JOB RESPONSIBILITIES

1. Provide great customer service and create a welcoming experience for all members and guests of the RecPlex.
2. Schedule and complete record keeping according to standard operating procedures.
3. Prepare and instruct clients in using proper form, technique and progression, with safety and motivation.
4. Be knowledgeable of physical fitness and exercise principles and educate participants accordingly.
5. Monitor participants for appropriate exercise levels and adjust workout as necessary.
6. Provide instruction of how to properly use all fitness equipment.
7. Work floor hours at a lower pay rate until client base is built up
8. Maintain positive working relationship with supervisor, co-workers and patrons. Promote teamwork and support overall goals of the Recreation Department.
9. Provide a positive and comfortable environment for participants, interacting in a pleasant and professional manner.
10. Maintain accurate records. Track all client information, name, phone numbers, dates and payment.
11. Promote a safe and clean fitness environment
12. Perform regular checks of all fitness equipment for quality and safety, making recommendations to Fitness & Wellness Director as needed.
13. Enforce all RecPlex policies and procedures.
14. Ensure safety of participants in the facility and be prepared to take charge in an emergency situation if necessary. Report any emergencies to the Fitness & Wellness Director immediately.
15. Keep up to date with industry trends and standards through continuing education, attending a minimum of two workshops per year.
16. Promote classes and other areas of the RecPlex: pool, league sports, special events etc.
17. Conduct participant evaluations and surveys.
18. Follow up with clients who haven't been in and see how they are doing.
19. Attend regularly scheduled meetings and training sessions.
20. Assist with special events, new member orientations and fitness screenings.
21. Perform cleaning and maintenance of fitness area and equipment as requested.
22. Assist/support other Trainers and Fitness Director as requested.
23. Record sessions/hours on time sheet properly.
24. Complete related work as assigned.
25. Must be energetic, enthusiastic and motivational.
26. Enjoy contact with people – first impression is important with every personal contact.
27. Must be able to work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
28. This position requires knowledge of anatomy, exercise physiology and proper progression, instructing techniques, injury prevention and safety procedures as they relate to fitness and wellness. Trainers must provide proper exercise instruction using both verbal description and physical demonstration. Effective communication skills are imperative.

### EDUCATION/CERTIFICATION REQUIREMENTS

#### MINIMUM QUALIFICATIONS

- Skilled in the safe and proper use of machine weights, free weights and cardiovascular equipment.
- Excellent customer service skills, energetic, enthusiastic and motivational.
- Excellent physical fitness, professional manner and discretion.
- Excellent verbal and promotional skills.
- Must be dependable and have a good work ethic.
- Must be at least 18 years of age.

#### LICENSE OR CERTIFICATIONS

- Must have Personal Trainer accepted Certificate from a nationally recognized association, such as ACE, ACSM, NASM, AFAA, or equivalent.
- Requires six months of personal training experience.
- CPR, AED, and First Aid certifications required upon hire.
- B.S. in Exercise Physiology or related field preferred.

## **JOB REQUIREMENTS/WORK ENVIRONMENT**

- Primarily working in an indoor fitness/recreation environment either in the fitness areas, the field house or pool. The position requires cardiovascular fitness and adequate muscle strength for pushing, pulling, lifting, and participation in continuous aerobic activity for a minimum of one hour at a time. Requires bending, twisting, reaching, stretching, and straining, kneeling, grasping, gripping and frequent lifting of up to fifty pounds.
- Work also involves standing for long periods of time.
- Introduce yourself to the client at least 2 times. Get to know each client and address him/her by name.
- Respond in a friendly, patient, and responsive manner when dealing with client and supervisor requests.
- Project a professional and helpful manner when addressing the safety, welfare and concern of members, guests, and the general public
- Communicate with the goal of creating trust with each client.
- Refer clients to another trainer if it would better suit their schedule or needs.
- Uniform will be worn at all times while on duty.
- All uniforms will be clean and in good condition (no holes).
- No visible body piercings or tattoos.
- Nametags must be worn at all times for staff identification.
- Demonstrate professionalism by arriving 15 minutes prior to schedule sessions.
- Consistently follow all policies and procedures.
- It is your responsibility to contact clients and arrange scheduled times for each session.
- Evening and weekend work required.

**VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER**

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