

DICKINSON PARKS AND RECREATION
West River Community Center
Job & Responsibility Description

Title: Personal Trainer
Classification: Part-Time
Salary: Based on experience and certification
Supervisor: Facility Operations Manager

General Statement of Responsibility

Responsible to design and implement fitness programs for personal training clientele.

Job Duties/Tasks

- Responsible to design, plan and organize personal fitness programs for clientele.
- Create and instruct safe, effective and measureable programs for clientele.
- Establish specific and realistic short and long term goals with clients.
- Develop and track all workouts and perform assessments as needed.
- Responsible to implement and monitor assigned programs to ensure the success of the program and the safety of the participants.
- Responsible to demonstrate specific skills, teaching techniques, and procedures for each client.
- Responsible to prepare and complete all records and reports regarding facility needs, participation in programs and facility usage.
- Assist with the efficient operation and maintenance of the program site and facilities.
- Responsible to monitor correct techniques to ensure participant safety.
- Assist in helping to retain and matriculate members.
- Responsible to handle complaints, questions and concerns related to the Community Center.
- Responsible to keep abreast of the latest research and exercise techniques.
- Represent Dickinson Parks and Recreation in a positive manner.
- Responsible to attend facility meetings as assigned.

* The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position, duties, and tasks as they may change or be adjusted, as situations require.

Education, Knowledge & Skills

- Certification from a nationally accredited personal training program through the NCCA or a bachelor's degree in Physical Education, Exercise Science, Kinesiology or related field.
- Knowledge of fitness instruction, techniques and design.
- CPR, AED and First Aid Certification (or ability to obtain within 30 days of hire).
- Ability to effectively communicate verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to work with people of all ages.