



Recreation Department

Personal Trainer (Instructor)

Mayor Pamela Bobst

Reports To: Fitness and Comm Programs Manager Salary: D.O.Q.
Shift: Work hours are based on availability and client needs FLSA Status: Exempt

Position Overview:

Under the direct supervision of the Fitness & Community Programs Manager, the Personal Trainer is responsible for the design and instruction of a safe, high-quality, effective and individualized personal training program as determined by the participant's goal(s), physical & cognitive ability level, and medical history. Trainers must be knowledgeable, professional, motivating, and member/participant focused. Proficient in and able to perform specific components of exercise program as they relate to the target participant group. All fitness equipment which include: cardiovascular and strength machines, dumbbells, exercise bands, fitness exercise balls, steps for aerobics, free weights. Basic office equipment may be utilized as well. The work is performed in a typical Recreation Center environment where the employee is exposed to people and the public in general. The noise level in the work environment is usually moderate to noisy. May be required to work outside and on occasion may encounter inclement weather.

Duties:

1. Instruction and Teachings (70%)

- Design a safe and effective exercise program design to meet your clients' needs and/or goals. *
- Monitor intensity, technique, proper form, and hydration throughout session. *
- Consistently utilize clear and easy to follow verbal and physical cues in advance of a movement change.
- Conduct sessions in such a way as to encourage participant(s) engagement and interaction.
- Execute exercises during sessions, explain them clearly to client(s), and work at skill level intensity level appropriate for the particular person. Trainers are to emphasize the members' workouts, not their own.
- Maintain professional image through proper dress, behavior and attitude.
- Genuinely listen to and effectively communicate with client(s).

2. Organization (20%)

- **Design sessions to be appropriate for the participants' ability level.** *
- **Plan in advance** the specific exercise design for each session, consistently evolving the program design.
- Be cognizant of time. Begin and end sessions on time.
- Ensure that you track client's session count and report it to supervisor monthly.

- Be responsible for the safety of all participants; knows emergency procedures and the location and proper use of emergency equipment.
- Find a certified and competent substitute personal trainer if unable to teach assigned client. Notify supervisor of substitute coverage.
- **Maintain a clean and orderly work environment.**

3. Miscellaneous (10%)

- **Leave program area in a safe “closed-down” manner with all equipment and materials neatly returned to their proper places.**
- Notify supervisor of any problems, including program outcomes, impact, tracking, equipment, member/participant service. Notify supervisor of any faulty equipment or unsafe conditions.
- Actively promote Rocky River Recreational programs and special events.
- Maintain professional image through proper dress, behavior and attitude.
- **Other duties as assigned by supervisor.**

Minimum Qualifications:

- Current certification in CPR/AED for adults, children, and infants, as well as First Aid.*
- Must possess current Personal Trainer certification from an accredited organization.
- High school diploma or GED required college or advanced course work preferred.
- Possess general knowledge of body mechanics, exercise physiology, anatomy, and nutrition.

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. **Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:**

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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