



CITY OF DES PERES – JOB DESCRIPTION

Job Title: Personal Trainer, Part-Time Year Round (10-29 hours)
Department: Parks and Recreation – Fitness and Wellness
Reports To: Fitness Supervisor
Pay Range: \$20-\$30 per hour DOQ

Summary

A Lodge Personal Trainer is responsible for collecting data on new clients including but not limited to medical history, physical fitness testing, client notes and developing an effective exercise plan based upon the data collected. A Lodge Personal Trainer is expected to work along side other medical professionals to develop a safe and effective workout for all clients. A Lodge Personal Trainer is responsible for keeping all client records up to date and organized. Lodge Personal Trainers are responsible for providing the utmost in customer service and selling personal training; we are in the business of helping people. Lodge Personal Trainers are expected to sell and book themselves. The personal training team has meetings periodically that are mandatory to attend. The Lodge Personal Trainer upon hire is required to sign a contract that confirms hours, non-compete, and compensation back to the City if one year of service is not given. The City of Des Peres is an Equal Opportunity Employer. Reasonable accommodation will be provided as required by law.

Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Greets guests and members in a friendly manner always using the member's name.
- Constantly updates oneself on new information and changes occurring throughout the facility.
- Maintains a clean and safe environment by monitoring the facility constantly and addressing any safety or cleanliness issues immediately.
- Handles people oriented situations with the public in a tactful, professional and friendly manner.
- Maintains a clean and professional appearance at all times, by wearing the appropriate uniform and nametag.
- Exercises good interpersonal skills by gladly assisting others to accomplish the work of the organization, even if it outside the scope of regular duties.
- Performs public relations tasks such as answering phones and responding to inquiries from the public.
- Performs clerical duties such as keeping client folders up to date.
- Sell personal training packages and book appointments via Max Galaxy facility software.
- Returns all emails/voicemails from clients/co-workers within 24 hours.
- Processes personal training transactions thoroughly and completely.
- Acts in a dependable manner by meeting schedules and deadlines, adhering to policies and procedures and maintaining an excellent attendance record.
- May assist in the instruction of programs and classes.
- Collects appropriate monies and fees for all sales and transactions.
- Enforcement of facility policies and City rules and regulations.
- Reports problems, suggestions, or equipment issues immediately to the direct supervisor.

Supervisory Duties

None

Education and Experience Required

A current, national personal training certification accredited by the [NCCA](#) is required (i.e. ACSM, ACE, NASM, NSCA, NCSF). A college degree in related course of study preferred. One year related work experience is preferred. American Red Cross CPR PR, AED and First Aid certification must be obtained within three months of employment.

Knowledge, Skills and Abilities

Knowledge of

- Anatomy and physiology
- Exercise testing including blood pressure testing, body fat testing, cardiovascular endurance testing, muscular strength and endurance, flexibility etc.
- Sales techniques
- Customer Service techniques

Ability to

- Demonstrate professional public relations skills, effective interpersonal and communications skills
- Prioritize tasks
- Be trained on new techniques and jobs
- Work days, evenings and weekends. Trainer's schedule will be based upon the needs of the clients.
- Perform complimentary fitness orientations for new members at the floor pay rate. These hours will be decided upon by the Fitness Supervisor and new trainer based upon client needs.

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to add, subtract, multiply and divide using whole numbers, common fractions, and decimals. Ability to compute rates, ratios and percentages.

Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands.

Ability to apply common sense understanding to carry out detailed but involved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Regularly required to sit, stand, walk and reach with hands and arms. Must be able to see, speak and hear.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud.