

SPORTSPLEX PERSONAL TRAINER (PART-TIME)

Pulaski County

Department: Parks & Recreation

Supervision Exercised: Provides direct supervision of clients during scheduled personal training sessions, ensuring participant safety, proper exercise technique, and adherence to facility policies.

Supervision Received: Works under the Health & Wellness Supervisor and receives administrative oversight from the Assistant Director and Director of Parks & Recreation. Work is performed in accordance with established policies, procedures, and program guidelines, and is subject to routine review for quality and compliance. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt, Part-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, current driver's license & Driving Record. Must hold a current nationally accredited personal training certification (e.g., ACSM, NASM, ACE, NSCA, or equivalent). Certification must remain current and in good standing throughout employment. Adult and Pediatric CPR and First Aid Certifications.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required

Work Hours: This position offers a flexible work schedule, including weekdays and weekends, based upon program needs, client needs, and personal trainer availability. Hours are not guaranteed and will vary based on scheduled personal training sessions.

Benefits Eligible: No

Leave Time Eligible: No

ESSENTIAL FUNCTIONS:

Provides safe and effective personal training services by assessing client fitness levels, reviewing health history information, and developing individualized exercise programs that support client goals, safety, and satisfaction. Conducts one-on-one, buddy, and small-group training sessions while providing instruction, motivation, and guidance in proper exercise techniques, equipment use, and safe training practices. Monitors client progress, completes follow-up assessments, modifies programs as needed, and maintains accurate client records. Promotes a positive, inclusive fitness environment while supporting injury prevention, participant safety, and departmental programs and services. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

PARKS & RECREATION – PERSONAL TRAINER

JOB REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

- Review waivers and health history questionnaires and evaluate assessment results to determine safe and effective exercise regimens appropriate for each personal training client
- Conduct one-on-one personal training sessions through individualized fitness programs, offering motivation, guidance, and support
- Develop safe and effective exercise regimens for clients, including cardiovascular, strength training, and flexibility prescriptions based on their personal fitness goals
- Provide expert instruction and demonstration of proper exercise techniques, equipment usage, and safe training practices
- Monitor client progress and adjust programs as necessary to ensure continued improvement and engagement. Perform follow-up assessments to track client progress.
- Lead buddy training sessions, pairing clients for effective partner workouts
- Design and facilitate specialty small group training programs tailored to specific fitness objectives
- Maintain accurate client records, including assessments, progress notes, and program modifications
- Foster a positive, inclusive, and motivating environment for all clients
- Assist with the promotion and marketing of personal training services through member engagement, community outreach, and other approved departmental marketing efforts to help build and maintain a client base
- Ensure client adherence to safety and injury prevention techniques; prepare accident reports as required

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE:

- Knowledge of emergency response procedures, safety practices, and injury prevention techniques
- Knowledge of anatomy, exercise physiology, fitness assessment, and individualized exercise program design
- Knowledge of fitness equipment operation, facility safety procedures, and current fitness practices

PARKS & RECREATION – PERSONAL TRAINER

SKILLS:

- Strong customer service and interpersonal communication skills with the ability to instruct, motivate, and engage clients
- Skill in demonstrating proper exercise techniques and adapting programs to meet individual needs and goals
- Strong organizational skills with the ability to maintain accurate client records and documentation

ABILITIES:

- Ability to work professionally and cooperatively with staff, clients, and the public
- Ability to promote a safe, positive, and inclusive fitness environment
- Ability to follow directions, manage time effectively, and complete assigned duties within established timeframes
- Ability to respond appropriately to safety concerns and emergency situations

ADA REQUIREMENTS:

The employee must be able to communicate effectively with participants and staff; observe participant performance and facility conditions; provide verbal instruction and demonstrate exercise techniques; and respond appropriately to emergencies. The position requires frequent standing, walking, bending, stooping, kneeling, reaching, balancing, and demonstrating fitness activities for extended periods, as well as regularly lifting, carrying, pushing, and pulling fitness equipment weighing up to 25 pounds and occasionally up to 50 pounds with or without assistance. Work is performed primarily in indoor recreation and fitness facilities, with occasional outdoor programming, and includes exposure to moderate noise, varying temperatures, and frequent interaction with participants of all ages and abilities. Work schedules may include mornings, evenings, weekends, holidays, and special events. Because the essential functions of this position require on-site instruction, participant supervision, equipment setup, and maintaining a safe fitness environment, the position is not eligible for routine remote work

EDUCATION AND EXPERIENCE:

- High School diploma required
- Bachelor's Degree preferred
- Experience representing a variety of group fitness disciplines including but not limited to yoga, Zumba, Les Mills programming, indoor cycling (Spinning), aquatic fitness, HIIT, strength training, dance fitness, and other specialty group exercise formats preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures

PARKS & RECREATION – PERSONAL TRAINER

- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Must obtain and maintain current certification in **CPR/AED and First Aid**
- Must possess and maintain a nationally recognized **Group Fitness Instructor certification** (such as ACE, AFAA, ACSM, NASM, or an equivalent certification approved by the department) or obtain certification within a specified period of employment if allowed by the department
- Participate in ongoing professional development and continuing education to maintain required certifications and remain current with industry best practices, fitness trends, and safe exercise instruction
- Attend required staff meetings, in-service trainings, and workshops as assigned
- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

PARKS & RECREATION – PERSONAL TRAINER

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date