

City of Fenton  
Job Description

**Job Title:** Recreation Associate V – Personal Trainer  
**Department:** Parks and Recreation  
**Reports to:** Recreation Supervisor - Fitness  
**Description Date:** March 2021  
**Pay Grade:** Level 5 (\$26.33/ \$31.59/\$36.86)  
**Status:** Occasional or Seasonal Worker/Non-Exempt

### Summary

Performs duties as assigned under the direction of the Recreation Supervisor – Fitness. This position is responsible for developing, documenting, and implementing one-on-one, partner, or group workout programs that match the needs and goals of the client.

**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.**

- Perform scheduled personal training sessions, beginning and ending on time.
- Conduct fitness assessments to gain understanding of goals and current fitness levels.
- Create individualized workout program based on goals and fitness assessment results.
- Assist members and guests via spotting, answering questions on exercise and techniques as well as demonstrations on fitness equipment as needed.
- Track client progress.
- Handle public relations situations in the proper manner.
- Work directly with participants in a professional, courteous, and friendly manner.
- Inspect facilities for dangerous situations, objects, and equipment needing repairs or replacement.
- Promptly reports all accidents, incidents, and concerns to the supervisor.
- Prevents accidents before they happen by using good judgment and listening to complaints or suggestions.
- Enforce the rules, regulations of the fitness area to ensure safety of all participants.
- Provide feedback to the Recreation Supervisor - Fitness regarding implementation of new and ongoing group exercise classes.
- Other related duties as assigned.

### Education and Experience Required

High School Diploma or equivalent. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Must have a current nationally recognized Personal Trainer certification and maintain continuing education as required by professional certification.

### Knowledge and Abilities

Knowledge of:

- Basic human anatomy and physiology; and
- Fitness training principles in instructing fitness to groups (including children, teens, adults, and senior citizens); and
- Fitness equipment and exercise techniques and how each one works to improve the body; and
- Safe group exercise or instructional procedures; and
- Current trends in fitness; and
- Knowledge of customer service philosophies and practices.

Ability to:

- Maintain a positive and upbeat attitude in order to provide excellent customer service; and
- Conduct safe and effective personal training sessions; and
- Motivate and guide clients during the training session; and
- Encourage participants in support of their health and well-being goals; and
- Market and promote personal training services and fitness activities; and
- work with City staff, members/participants, and groups of all ages and backgrounds;
- work safely without presenting a direct threat to self or others;
- handle situations effectively that arise before, during, and after sessions; and
- demonstrate professional public relations skills, effective interpersonal and communication skills.

**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. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

**Physical Requirements**

Regularly required to stand, walk, reach with hands/arms, climb or balance, and stoop, kneel, Crouch, or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

**This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.**

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

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**Employee Signature**

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**Date**