

# EMPLOYMENT OPPORTUNITY



## Non-Exempt, Part-Time Personal Trainer

**Location:** West Chicago Park District - ARC Center

**Department:** Recreation

**Salary Range:** \$26.00-\$28.00 per Hour

**Start Date:** Immediate

**Contact:** Andre Cobbs, Recreation Manager

(E: [acobbs@we-goparks.org](mailto:acobbs@we-goparks.org); Ph: 630-231-9474 x100)

### General Description:

Under the direction and supervision of the Recreation Manager, the Personal Trainer is responsible for providing members with a safe and individualized training program that fits the needs, wants and requests of that member based on their fitness assessment and goals. The Personal Trainer is also responsible for performing fitness assessments and orientations on all members who are interested. The position is at-will and part-time, while hours will vary depending on member demand for personal training services.

### Essential Duties & Responsibilities:

- Administers and evaluates client health history questionnaires and physiological data to determine appropriate individual exercise/activity regimens.
- Plans and implements individualized exercise/activity programs and cross-training programs for clients in such general and/or specialized areas as aerobics, stretching/flexibility training, yoga, circuit training, sports performance, endurance training, weight loss or general fitness.
- Determines format and content of exercise/activity program based on individual client needs.
- Independently demonstrates and instructs clients on proper technique in standard and specialized exercise areas.
- Sets up and monitors training equipment; ensures equipment is in good condition, and notifies Supervisor of any malfunctions, problems, or repairs needed.
- Advises participants on program and class policies and procedures, as appropriate.
- Assists in performing follow-up and communication with participants, as required.
- Tracks clients' progress and maintains complete and accurate client files.
- Ensures client adherence to safety and injury prevention policies and procedures; prepares accident reports as required.
- May provide individual guidance and backup support to other trainers as required.
- Must attend all staff trainings and meetings.
- Communicate information, as needed, to members and patrons.
- Maintain an approachable appearance and cordial with ARC Center members and guests.
- Listen to member concerns and complaints in a positive and understanding manner.
- Provide assistance to members as needed on equipment or spotting.
- Arrive on time and prepared for all personal training sessions.
- Check with other personal trainers to see if they are available to take on new clients if unavailable.

- Fill out all appropriate paper work for assessments and personal training sessions.
- Check all personal training and assessment forms daily and make copies when supplies are low.
- Other duties as assigned by Recreation Manager.

**Education & Qualifications:**

(\* - Training Provided by the West Chicago Park District Upon Hire)

- Minimum of at least eighteen (18) years of age.
- High school or equivalent work experience is required.
- Candidate must have prior work experience in the health/fitness industry.
- Candidate must have a personal training certification through a nationally certified organization such as: ACE, AFAA, NSCA, ISSA, or ACSM.
- Candidate must be CPR, AED, and First Aid certified within six (6) months of hire\*
- Must be able to work independently without direction
- Preference given to candidates with a valid IL Driver's License along with their own source of reliable transportation
- Must be able to pass background check.
- Must be able to work a flexible schedule including evenings and weekends.

**Benefits**

- Complimentary ARC Center Fitness Membership
- Complimentary Turtle Splash Water Park Splash Pass (Seasonal)

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change: e.g., emergencies, rush jobs, changes in personnel, workload, technological development, etc.

To apply, please print a job application from our website: [www.we-goparks.org](http://www.we-goparks.org), email [acobbs@we-goparks.org](mailto:acobbs@we-goparks.org).

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