

## **Special programmer - Personal Trainer**

Parks and Recreation Dept.

Reports to Aquatics/Fitness Manager, Fitness Specialist

This position is responsible for implementing programs and assisting patrons of the Bowling Green Training and Community Center fitness area under direction of the Facilities Coordinator

Job duties:

- Assists Community Center Patrons in the development and implementation of fitness/exercise programs, and helps them update and maintain existing programs.
- Assists the Aquatics/Fitness Manager and Fitness Specialist with community center fitness operations; staffs the fitness facilities; assists patrons in the safe use of exercise equipment and participation in exercise and wellness programs
- Ensures the safety and satisfaction of fitness complex users and enforces all safety and health rules uniformly; maintains adequate first aid supplies and ensures rescue and first aid equipment is in good order
- Assists with fitness and wellness-related programs, events and classes in conjunction with the Aquatics/Fitness Manager
- Evaluates fitness programming and operations, prepares reports, and makes suggestions for improvement and cost effectiveness
- Maintains patron files and ensures their safety and privacy
- Monitors the use of equipment, inspects facilities and equipment, notifies supervisors of needed maintenance of fitness equipment
- Communicates with other staff members
- Other duties as assigned

Certifications:

Required certifications include CPR/First Aid, ACE, AFAA, ACSM or other credible personal trainer certification; must be able to maintain a valid Ohio Driver's License; 1 - 2 years relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

Preferred Skill Sets:

*Occupational/Technical Skills*

- Knowledge of community center staffing and programming in a municipal parks and recreation setting

- Basic understanding of current techniques, practices, materials, equipment, regulations and safety precautions related to fitness programs and services in a municipal parks and recreation setting
- Ability to utilize spreadsheet, database and word processing programs and selected job-related software

#### *Administrative Skills*

- Ability to analyze and resolve situations and problems
- Ability to handle multiple priorities and projects
- Ability to use effective techniques and time management
- Ability to keep clear and accurate records and reports
- Ability to process paperwork effectively

#### *Cognitive Skills*

- Ability to identify problems, recognize symptoms, causes and alternative solutions
- Ability to make timely and sound decisions
- Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities.

#### *Communication Skills*

- Ability to speak and write effectively, both to individuals and groups
- Ability to let people know of decisions, changes and other relevant information in a timely fashion
- Ability to demonstrate attention to and convey understanding of the comments or questions of others
- Ability to prepare clear and concise reports, correspondence and other written materials

#### *Interpersonal Skills*

- Ability to use tact and discretion
- Ability to deal courteously and diplomatically with the general public, staff and volunteers
- Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates and superiors
- Ability to maintain issue confidentiality

#### Description of Working Conditions:

Work is performed mainly indoors, and typically involves contact with the general public and employees; activity schedules may be irregular involving night and/or weekend meetings and programs.