



Job Title: Personal Trainer
Department: Recreation & Facilities
Classification: Part-Time, Non-Exempt
Salary Range: Hourly
IMRF Position: No

POSITION FOCUS

Under the general direction of the Fitness Coordinator the Personal Trainer is responsible for assessing clients' needs and provide personalized training programs on an individual basis.

SUPERVISORY RELATIONSHIPS

Reports directly to the Fitness Coordinator and indirectly to the Facility Manager.
Does not have direct reports.

ESSENTIAL FUNCTIONS

- Conduct individual fitness assessment following current protocol.
- Evaluate and develop individualized exercise programs based on the results from the clients' assessments, stated goals and needs.
- Monitor clients' exercise programs and make adjustments/improvements as needed
- Lead safe, effective, and engaging one-on-one and/or small group sessions.
- Keep records of clients' personal training sessions and exercise programs.
- Assist in planning, promoting and selling personal training packages within the Fitness Center.
- Ensure the proper use of fitness equipment and return items to designated locations after sessions. Report any equipment issues to the supervisor immediately.
- Communicate regularly with the Fitness Coordinator regarding client progress, incidents, or changes in scheduling.
- Project a positive, enthusiastic, and motivating attitude toward clients.
- Educate clients on proper exercise techniques, nutrition, and overall wellness strategies.
- Lead equipment orientation for new members.
- Promote program within the community verbally and visually.
- Maintain a safe environment and class structure for all participants, constant monitoring of participants abilities/form/endurance to minimize injury.
- May be required to respond to emergencies.
- Report all incidents and emergencies to supervisor and complete appropriate documents.
- Perform other duties as assigned.

SECONDARY RESPONSIBILITIES

1. Provide quality internal customer service to all Park District Staff.
2. Participate as a team member to assist and improve the overall services.
3. Attend required meetings and trainings as designated by supervisor.



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4. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
5. Exhibit regular and punctual attendance. Notifies supervisor a minimum of 48hrs of a shift schedule change.
6. Maintain a neat and orderly work environment.
7. Conduct self in accordance with District policies and procedures.

EDUCATION, EXPERIENCE, AND TRAINING

- High School diploma/GED or equivalent, associate degree preferred in exercise science or related field.
- Maintain current CPR, First Aid & AED certification.
- Maintain certification in personal training by a nationally accredited agency (e.g., NSAM, ACE, ACSM, NSCA).

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Strong interpersonal and communication skills.
- Knowledge of fitness training principles, techniques, and safety protocols.
- Understanding of anatomy, physiology, and exercise science.
- Knowledge of the operation and maintenance of fitness equipment and facilities.
- Ability to create and track individualized training plans and progress.
- Strong motivational and coaching abilities.
- Ability to communicate effectively with a wide range of constituents in a diverse community.
- Ability to read, understand, follow, and enforce safety procedures.
- Must be able to lift 50 pounds using proper technique

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- Hours vary dependent on schedule.
 - General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
 - May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
 - Frequent standing, moving, reaching, bending and balancing to demonstrate technique.
 - The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
 - The ability to observe details at close range.
 - Occasionally lifts and moves items weighing up to 50lbs
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Personal Trainer

Created and Approved: 5.2019

Revised and Approved: 4.2025



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- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Director Name: _____

Superintendent/
Director Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____