

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

**TITLE:** Personal Trainer  
**DEPARTMENT:** Recreation Services  
**DIVISION:** Community Center  
**REPORTS TO:** Manager, Community Center  
**FULL-TIME:** \_\_\_\_\_ **PART-TIME:**  **TEMPORARY:** \_\_\_\_\_

**BAND/LEVEL:** Not Applicable  
**JOB NO:** 9115  
**DATE:** 4/11/2013  
**FLSA STATUS:** NE  
**COST CENTER:** 521

**REPLACES:** Personal Trainer

**DATE:** 6/13/2010

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**JOB SUMMARY STATEMENT:**

Provides assistance to patrons in the fitness center in some or all of the following methods: administers fitness assessments, conducts fitness consultations, designs exercise programs, conducts equipment orientations, and supervises patrons' workouts.

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**DUTIES AND RESPONSIBILITIES:**

1. Supervises patrons' workouts. Guides and motivates patrons to reach their peak fitness potential.
2. Assesses patrons' fitness needs and designs exercise programs.
3. Conducts fitness consultations.
4. Conducts fitness assessments and equipment orientations.
5. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
6. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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**GENERAL QUALIFICATIONS**

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**EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent. Bachelor's degree in Exercise Science or Kinesiology preferred. Requires Personal Training certification by nationally recognized organization.

**EXPERIENCE:**

One year of experience preferred.

**SKILLS:**

1. Analytical skills
2. Attention to detail
3. Basic math and accounting skills
4. Human Relations/Interpersonal skills
5. Time management skills
6. Written and oral communications skills

**MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others

**Title:** Personal Trainer  
**Cost Center:** 521  
**Date:** 4/11/2013  
**Page** 2

4. Ability to recognize and protect confidential information
5. Ability to prioritize multiple tasks
6. Ability to carry out assignments through oral and written instructions
7. Ability to work independently
8. Ability to work in a hectic environment with many interruptions
9. Ability to analyze and recommend possible solutions

**PHYSICAL REQUIREMENTS:**

1. Ability to reach, stand, bend, stoop, push and pull
2. Ability to identify and distinguish colors
3. Excessive standing and/or walking

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**