



**Town of Colchester
Parks and Recreation Department**

Position: Personal Trainer

Department: Parks and Recreation

Reports to: Recreation Center Manager

Created: September 2024

Classification: Non-Exempt, Part-time

Job Function:

Under the direction of the Recreation Center Manager, Personal Trainers conduct individual and small group training sessions in the Colchester Recreation Center. Personal Trainers are motivated, energetic, and experienced fitness professional that provide positive instruction to members and patrons with varying fitness levels, in a variety of specializations.

Essential Functions:

- Recruits potential clients and schedules personal training sessions.
- Prepares customized workout routines for clients.
- Conducts thorough fitness assessments, and documents in client files.
- Actively teaches and monitors exercise movements.
- Ensure all safety requirements are met.
- Cleans all equipment utilized after each session.
- Dresses in appropriate fitness attire.
- Attends monthly staff meetings.
- Completes incident reports and promptly reports to management, as applicable.
- Understands and follows Town policies and procedures.
- Maintains personal training certification, and provides current copies to Human Resources.
- Excellent customer service and communication skills.
- Consistently brings high energy and positivity to work.
- Maintains a team-oriented mindset and enjoys working with others.
- Other duties, as assigned.

Minimum Qualifications:

- Must hold a current personal training certification from a Nationally Accredited Agency.
- At least two (2) years of experience personal training within a fitness facility.
- Certified in CPR/First Aid and AED.
- Must be dependable and reliable.
- Experience using scheduling software is preferred.
- Ability to successfully pass a background check.
- Valid Driver's license.

Physical Requirements:

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee for the position. Upon request for a reasonable accommodation, the organization may be

able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

X Seeing	X Ability to move distances within and between	X Lifting (specify)
X Color Perception	facilities and offices	40 pounds
X Hearing/Listening	X Climbing ability to mount and dismount equip.	X Carrying (specify)
X Clear speech	X Pushing/Pulling	40 pounds
X Touching	X Typing	X Driving (local)
X Dexterity	X Standing	X Sitting
X Hand		
X Finger		

Mental/Reasoning Requirements:

X Reading- Simple	X Writing- Complex	X Analysis/Comprehension
X Reading- Complex	X Clerical	X Judgement/Decision Making
X Writing- Simple	X Basic Math Skills	X Stress

Work Environment

<input type="checkbox"/> Shift Work	X Outside	<input type="checkbox"/> Pressurized Equipment
X Works Alone	X Extreme Heat	<input type="checkbox"/> Moving Objects
X Works with others	X Extreme Cold	<input type="checkbox"/> High Places
X Verbal Contact w/others	X Noise	<input type="checkbox"/> Fumes/Odors
X Face to Face Contact	X Mechanical Equipment	<input type="checkbox"/> Hazardous Materials
X Inside	<input type="checkbox"/> Electrical Equipment	<input type="checkbox"/> Dirt Dust

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is and "at will" position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.