



Job Description

Personal Trainer

Nelson & District Community Complex
Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Head Fitness Technician

TITLE OF IMMEDIATE SUBORDINATES: Could vary by assignment

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

The Personal Trainer is responsible for creating exercise prescriptions and conducting workouts for clients that are goal-driven, safe and fun with a strong emphasis on customer service standards (all in accordance with the BCRPA and NFLAC guidelines). The personal trainer is responsible for ensuring the safety of participants while providing quality training sessions. The personal trainer must exercise care in routine dealings with other employees and provide assistance to the public using the facility.

ROLE AND RESPONSIBILITIES:

As a member of the Fitness team, responsibilities include, but are not limited to:

1. Create exercise prescriptions that coincide with fitness assessment and goals of client.
2. Conduct fitness assessments, create exercise prescriptions and provide workouts according to the standards of the BCRPA and/or the NDCC testing protocols.
3. Respond to client inquiries and concerns immediately, utilizing all appropriate resources (program guide, senior staff, supervisors, etc.). Using a positive customer service approach, provide the utmost personalized customer care in an enthusiastic and professional manner.
4. Arrive on time for sessions, giving yourself enough time to set up equipment and other preparations to start session on time.
5. Establish effective relationships with clients and co-workers.
6. Undergo annual Instructor Competency Evaluations (ICE).
7. Assist the Head Fitness Technician with other fitness centre related tasks as needed.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- Standard First Aid
- CPR "C"

- AED
- BCRPA Personal Trainer Certification or equivalent
- Satisfactory Criminal Records Check including a Vulnerable Sector Search

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated ability to conduct an effective fitness assessment and design an appropriate exercise prescription.
- Demonstrated team work and leadership abilities.
- Demonstrated ability to communicate effectively with supervisor, co-workers and members of the public.
- Demonstrated ability to effectively follow emergency procedures.
- Demonstrated ability to provide an exceptional level of customer service.
- Demonstrated knowledge of the personal trainer scope of practice and ability conduct oneself within its parameters at all times.
- Ability to demonstrate initiative and self motivation

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date