



**BISMARCK  
PARKS AND  
RECREATION  
DISTRICT**

**JOB DESCRIPTION**

**JOB INFORMATION**

<b>Title:</b>	Personal Trainer Recreation Class Instructor - Hourly
<b>Classification:</b>	Seasonal Employee - Non-Exempt
<b>Salary Range:</b>	\$17.00 - \$21.00/Hour (DOE) Salary adjustments are determined on an annual basis by the Board of Park Commissioners
<b>Supervisor (s):</b>	Fitness/Wellness Specialist and Capital Racquet and Fitness Center and BSC Aquatic and Wellness Center Full-time Employees

**JOB SUMMARY**

Responsible for the daily operation and management of the personal training program by providing health and fitness related instruction and programming at the BSC Aquatic and Wellness Center and CRFC following the policies and procedures for the effective operation of such programs.

**RESPONSIBILITY/ACCOUNTABILITY**

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

**JOB DUTIES AND TASKS**

*The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.*

**ESSENTIAL FUNCTIONS**

Worker must possess the capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Assist in the maintenance, upkeep, and cleaning of the fitness area and exercise equipment.

Plan and implement specialty classes/programs (i.e. bootcamps)

Instruct and supervise clientele in the correct use of fitness equipment and programs.

Ability to effectively communicate verbally and in writing.

Worker is required to maintain records and reports relating to fitness programs at CRFC and the BSC Aquatic and Wellness Center and forward to the appropriate supervisor.

5/21/2021

Ability to work varied hours to include early mornings, days, and evenings to include weekends and holidays.

Understand, interpret and communicate policies, procedures and accepted standards of facility operation.

Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

Worker will represent the Bismarck Park District in a positive manner at all times.

**OTHER DUTIES**

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Worker is to inform supervisor prior to running out of supplies.

Assist with setup and tear down for facility programs and events as needed.

Knowledge of and ability to operate office machines and computers.

Staff is representing the Bismarck Park District on and off the job when on the Park District payroll – Staff are asked not to wear staff shirts or uniforms in any non-tasteful establishments or manner.

**JOB SPECIFICATIONS**

Capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Must be able to read, understand and interpret labels on cleaning products, reports, manuals and to comprehend oral and written instructions.

Ability to prepare written reports, and report problems and repairs to the proper person.

Certified Personal Trainer before start of employment through one of the following accredited organizations: ACSM, NASM, ACE, NASC, NETA.

Certifications in CPR/AED/First Aid.

**WORKING CONDITIONS**

Worker is required to be on time. Absences must receive prior approval of supervisor.

Work is primarily indoors, but must be able to work in all weather conditions and is subject to frequent interruptions.

Ability to work varied hours to include early mornings, days, and evenings as well as weekends and holidays, including staff meetings.

Position requires a positive attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.