COMMUNITY PARK DISTRICT OF LA GRANGE PARK - JOB DESCRIPTION

Job Title: Personal Trainer
Classification: Regular Part-time, Non-Exempt, Class III
Department: Recreation – Fitness
Salary: $25-40/Session pending experience and $16/hr for training and meetings

SUMMARY

The Personal Trainer helps members and clients safely reach their health, strength, and wellness goals. This role involves conducting fitness assessments, designing customized workout programs, coaching proper form and technique, and building an engaged, loyal client base.

QUALIFICATIONS

To be eligible for this position, applicants must be at least 18 years of age. A Nationally recognized Personal Training certification (such as NASM, ACE, ACSM, or NSCA). Additionally, candidates must obtain CPR and AED certification within six months of being hired; this training will be provided by the district.

IMMEDIATE SUPERVISOR

The position reports to the Fitness Manager

ESSENTIAL FUNCTIONS

- Develop, implement, and instruct a variety of personal training and group training sessions for clients at an appropriate level and in the appropriate modality based on clients' wants, needs, and ability. Provide encouragement and expertise for the client in support of their health and well-being goals.
- Administer, track, and evaluate health history questionnaires, fitness assessments, and other preparticipation documentation regarding individual exercise programs.
- Adhere to all guidelines and expectations as outlined in the Community Park District of LaGrange Park Employee Handbook, which includes but is not limited to providing safe classes and sessions and responding to and reporting any accidents or incidents.

- Educates members in proper use of equipment.
- Provides a cohesive approach to customer service and training that directly impacts the participant's commitment and personal growth.
- Maintains client list and records as required by the Fitness Manager.
- Promote and sell personal training programs and services.
- Maintain required CECs and national certifications.
- Follow Community Park Fitness expectations when not scheduled for personal training, group training, or performing a consultation.
- Engages with Fitness members and sources for networking opportunities.
- Assists members on usage of exercise equipment when appropriate.
- Keeps all work areas clean and well organized.
- Assists in facility general cleaning and organization when necessary.
- Assists in general office and administrative needs as assigned.
- Completes duties as assigned in the absence of the fitness manager.
- Performs other duties as assigned.

SECONDARY FUNCTIONS

- Assists with and/or attend park district special events.
- Complete all required training or certifications provided by the Community Park District of LaGrange Park.

PHYSICAL REQUIREMENTS, ENVIRONMENTAL CONSIDERATIONS AND PROTECTIVE GEAR/CLOTHING

- Frequent walking, standing, and reaching.
- General work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions while attending job related activities.
- Exposure to noise distractions from employees, patrons, or equipment operation in adjacent work areas.

REQUIRED COMPETENCIES

- Aptitude to use a computer for e-mail, communications, and business operations.
- Ability to cooperate with and interpret Park District philosophies in relation to governmental, public, and private groups or agencies, and to the public.

- Ability to maintain positive and effective working relationships with fellow employees, patrons, and the general public.
- Ability to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions, with accuracy.
- Ability to read and write in English and organize effectively.
- Capacity to maintain self-control and composure in difficult situations.

HOURS

Variable Schedule, up to 19 hours a week depending on sessions scheduled with clients

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This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhausted statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Updated October 2026

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Signature Date