

Lan-Oak Park District



Job Title:	Personal Trainer/Group Instructor	Start Date:	As soon as possible		
Department/Group:	Fitness	End Date:			
Location:	Eisenhower Center 2550 178 th Street	Travel Required:	Minimal - Local		
Level/Salary Range:	PT \$12.00 - \$28.00 GI \$28.00 per class	Position Type:	Part-Time		
HR Contact:	Michelle M. Havran	Date posted:	April 27, 2025		
Will Train Applicant(s):	Yes	Posting Expires:	When filled		
Applications Accepted By:					
IN-PERSON, FAX or E-MAIL: (708)418-0942 (Fax) 2550 178 th Street, Lansing (In-Person) mhavran@lanoakparkdistrict.org		Mail: Michelle M. Havran Lan-Oak Park District 2550 178 th Street Lansing, IL 60438			
Job Description					
<p>Under the direct supervision of the Superintendent of Fitness & Aquatics, the primary duties of the personal trainer/group instructor is as follows:</p> <p>Summary</p> <p>The Personal Trainer / Group Instructor is responsible for supervising the fitness center. He/she is responsible for performing various duties that prepare and maintain the fitness center for the demands of the group present. The Personal Trainer / Group Instructor's first priority is to the pass holder. The Personal Trainer / Group Instructor responsible for teaching any new or existing aerobic based program with a current aerobic certification. Will teach groups of 6 or more in a class accompanied by music related to the class.</p> <p>The Personal Trainer / Group Instructor is responsible for performing the duties outlined in this description. The Personal Trainer / Group Instructor may work alone, or with another instructor / trainer. He/she is a part-time employee, working from 4-6 hours per week. Work shifts are variable, with an average of 2 - 3 hours per day, per shift. The instructor will provide classes based on the number of participants enrolled. If minimum requirements are not met, the class will not be held for that session.</p> <p>Work is performed at a self-controlled pace, but may vary from day to day, depending on the needs of the members and the basic upkeep needs of the fitness center.</p> <p>The Personal Trainer / Group Instructor can be required at any given time to demonstrate his/her knowledge of fitness equipment operation, ability to perform blood pressure & body fat testing, and/or ability to set up a basic exercise program for a new or existing member.</p> <p>Qualifications</p>					

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The Personal Trainer / Group Instructor must be at least eighteen years of age. He/she must be able to complete the fitness instructor training procedures, as well as complete and pass a written examination on the muscles of the body.

Special Requirements

- Must be certified in Personal Training.
- Must be certified as a Group Instructor.
- Must be First Aid and CPR/AED certified.
- A degree or strong interest in the field of exercise physiology, health, or nutrition is strongly preferred.

Essential Functions:

- Supervising the Fitness Center
- Daily upkeep/cleaning of the Fitness Center
- Stocking member supplies as needed and at end of shift
- Assisting new and existing members with developing exercise programs.
- Perform body fat & blood pressure testing.
- Perform fitness assessment tests.
- Assisting members with proper usage of equipment.
- Provide alternate exercise program for members with special needs.
- Following safety procedures.
- Be prompt and neat in appearance.
- Be courteous to all patrons.
- Eliminate and/or report unsafe conditions or defective equipment to the Fitness/Aquatic Supervisor.
- Making regular rounds of all areas of the fitness center, including the indoor pool, to assure that all patrons are conforming to center rules, regulations and policies.

Marginal Functions:

- Be an information source on exercise & nutrition to new and existing members.
- Assist in controlling traffic through fitness center.
- Keep restrooms clean, stocked, and free of debris.
- Keep the Fitness cleaning supply shelf stocked at all times (all shifts).
- Provide

Psychological Considerations:

- The Personal Trainer / Group Instructor must work closely with co-workers.
- The Personal Trainer / Group Instructor must work with and around the general population.
- The Personal Trainer / Group Instructor must work under the supervision & direction of supervisors.
- The Personal Trainer / Group Instructor has the responsibility for the safety of the general public in the fitness center and in all exercise classes.
- The Personal Trainer / Group Instructor may work under stressful situations when first aid or CPR/AED is required.

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- The Personal Trainer / Group Instructor may encounter negative and/or volatile situations when necessary to remove persons from the center for safety reasons.
- The Personal Trainer / Group Instructor must exhibit strong customer service skills.
- The Personal Trainer / Group Instructor must be able to make decisions that will ensure safety in the fitness center.

Physiological Considerations:

- The Personal Trainer / Group Instructor works in a climate of 68-72 degrees Fahrenheit in the Fitness Center and up to 90 degrees Fahrenheit in the pool area.
- The Personal Trainer / Group Instructor has to be able to respond quickly and accurately in situations involving the safety of patrons.

Cognitive Considerations:

- The Fitness Instructor / Personal Trainer must be able to follow directions from a supervisor and co-workers.
- The Fitness Instructor / Personal Trainer must be able to give directions to co-workers.
- The Fitness Instructor / Personal Trainer must be able to use good safety awareness and judgment.
- The Fitness Instructor / Personal Trainer must be able to promptly respond to patron calls and schedule and keep patron training appointments.