City of Mason

Employment Opportunity
For
Personal Trainer

Hiring Range:	**$21.89 - $26.63 DOQ**	**Classification:**	**Fitness Instructor**
Reports To:	**Program Supervisor**	**FLSA:**	**Non-Exempt**
Posted:	**06/29/2026**	**Department:**	**Parks & Recreation**
Working Hours:	**Flexible**	**Status:**	**Part-time**

General Statement of Duties and Distinguishing Features of Class

Under minimal supervision, independently interprets and evaluates need, and plans, implements, and leads integrated individualized exercise/activity programs for clients at all levels, and with a broad range of fitness, rehabilitation, and/or other specialized requirements. Must maintain a minimum of 3 clients on a weekly basis.

Examples of Work (Illustrative Only)

- Administers and evaluates client health history questionnaires and physiological data to determine appropriate individual exercise/activity regimens.
- Independently interprets physiological assessment data and/or post-rehabilitation recommendations of referring medical providers/therapists to determine the nature and extent of specific client requirements.
- Plans and implements standard and specialized exercise regimens, and/or post-rehabilitative exercise programs in response to assessed individual need and assessed capability.
- Independently determines format and content of programs based on assessed client abilities and needs, and on interpretation of physiological assessment and/or referral data
- Attend all in-service training and meetings.
- Advise participants on program and class policies and procedures, as appropriate.
- Assists in performing follow-up and communication with participants, as required.
- Tracks client progress and maintains complete and accurate client files.
- Ensures client adherence to safety and injury prevention policies and procedures; prepares accident reports as required.
- Maintain personal training certification through continuing education.
- Performs other duties as assigned by the Fitness Sports Supervisor.

Skills, Knowledge, and Abilities: The following is preferred

- Acquire and maintain current certification or credentials in personal training from a nationally recognized training organization ACE, ACSM, or equivalent.
- Possess and maintain current certification in American Red Cross *Standard First Aid and CPR*
- Working knowledge of physical training principles, methods, and techniques within a specified area of exercise science.
- Working knowledge of one or more specialty knowledge-based training areas, such as PNF stretching and/or sports performance.
- Ability to administer client health history questionnaires and interpret physical assessment data.
- Ability to interpret medical information and provider referral recommendations and develop responsive, effective post-rehab exercise programs.
- In-depth knowledge of post rehab exercise principles, procedures, and techniques.

- Ability to read, understand, follow, and enforce safety procedures.
- Ability to independently plan and implement individual exercise/activity programs
- Ability to provide technical guidance and leadership to professional personnel in area of expertise.
- Ability to provide expert demonstration and instruction in general and specialized exercise techniques.
- Ability to set up, calibrate, and maintain sophisticated exercise equipment.
- Records maintenance skills.
- Ability to communicate technical information to non-technical personnel.

Physical Requirements:

Work in a recreational environment, frequent walking and standing; ability to lift/carry objects up to 30 pounds, stoop and crouch or stand for extended periods. Perform exercises as required.

I understand that I am applying for employment at will, and nothing in the job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.