

Fitness and Wellness Trainer



General Summary of Classification:

Assists with planning, developing and promoting health and wellness education programming, individual and group fitness training, and wellness promotion to diverse audiences of both General Government and HCPS employees; develops, plans, organizes, and leads health education programs, wellness promotions, individual and group fitness classes and programs appropriate to the target audience and participants; performs related duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Investigates and researches topics related to fitness, nutrition, sleep, life balance, and holistic wellness; assists with and plans, develops, and facilitates group and individual health programs, fitness services, and wellness promotions appropriate to diverse group of County and HCPS employees;
- Demonstrates the proper techniques for performing exercises and using exercise equipment and provides hands-on assistance to ensure the safe use of the equipment in classes and in the weight room, monitors, motivates and encourages the client during the exercise and/or workout;
- Prepares curricula for health education programs and wellness promotions and organizes resources for group and individual fitness services;
- Analyzes medical, nutritional and physical therapy instructions in order to suggest appropriate lifestyle changes and fitness programming;
- Designs short and long-term fitness services, health education programs, and wellness promotions for the employee, which includes goals and objectives, paying particular attention to contraindications or health concerns of the employee.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Possesses and maintains excellent knowledge of principles and practices of behavior change, change models, physical fitness protocols and training, health education programming, wellness promotion, and other prevention campaigns for the fitness and wellness industry; requires the ability to learn and assist with marketing strategies.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for research; communications; developing handouts, brochures, correspondence and other electronic marketing information; compiling, maintaining and analyzing an array of client information, records and behavior change progress; and to complete other assigned tasks.
- **Interpersonal, Communication and Customer Service:** Communicates and interacts professionally with diverse target audiences of relevant stakeholders; presents information, ideas and recommendations clearly and concisely both orally and in writing; establishes and maintains effective working relationships with County officials, employees, and the public; good oral presentation and training skills; excellent collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** Exercises independent judgment in planning work and making technical determinations; evaluates and determines the ideal delivery method for classes and programs based on needs of the group participants or individual employee; independently resolves routine issues keeping supervisor appropriately informed; reviews and discusses unusual and difficult problems with the supervisor.
- **Leadership:** Non-supervisory. Serves as a primary contact for participants. Leads classes and other activities as assigned.
- **Environment:** Typically works in an indoor gym and fitness center setting; works in an array of job and event related outdoor locations and weather conditions; works a flexible schedule to accommodate departments' and participants' schedules.
- **Physical:** Visual and hearing acuity sufficient to recognize and engage in safe and effective training and education activities and to ensure the safety of self and others. Physical condition that permits the activities necessary in and inherent to the facilitation of health education instruction, cardiovascular and strength training, and use of related equipment in a wide array of duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in health or physical education, exercise science, nutrition science or other relevant field;

Experience: Previous experience as a Personal Trainer or other directly-related experience preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations. Certifications in CPR and Basic First Aid required.
- Certified Health Education Specialist, Wellness Coach, or Fitness Instructor preferred.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.