



Fitness Instructor/ Personal Trainer

Job Description

Effective Date: 09/08/26

Revision: B

Document # JD-HR-200-300-301

Job Title Fitness Instructor / Personal Trainer
Department Fitness
Reports To Fitness Manager
FLSA **Non-Exempt, Hourly, Part-time**
Direct Reports None

Compensation: Per class / Per Session / By Appointment

Compensation is based on 3 factors:

- Experience / Certifications / Commitment

Position Summary

Responsible for providing fitness instruction, health and fitness assessments, developing exercise programming for all members, individual programming for personal training, and/or developing group training programs for land &/or aquatic classes. Work within a team environment to provide a safe and effective atmosphere for appropriate development of increased participation and providing community wellness.

Core Values - At Holland Aquatic Center, team members are guided by five core values that shape our work and everyday interactions:

1. Work Hard - We show up ready, stay reliable, and always finish what we start.
2. Care Deeply - We treat guests and team members with respect, kindness, and authenticity.
3. Keep Learning - We stay curious, grow from feedback, and solve problems together.
4. Be Honest - We speak up, act with integrity, and own our choices.
5. Be Professional - We show up prepared, committed to safety, and hold ourselves to high standards.

Specific Responsibilities:

1. Provide the safety and supervision needed for all class participants &/or training clients
2. Teach/lead/instruct personal training clients or group fitness members.
3. Work with other staff to maintain the safety standards, cleanliness, and integrity of HAC facility.
4. Demonstrate willingness to adjust class format or presentation to accommodate class participants and fitness levels.
5. Perform the responsibilities to set up and take down of equipment and class materials.
6. Attend all in-services, staff meetings, or retraining sessions as designated by Fitness Manager and/or Executive Director.
7. Identify facility needs and assist staff and guests in all areas of the facility as needed.
8. Recruit and identify new sales and marketing tactics allowing members to find value in training services in departmental growth and sustainability.

9. Dependable and strong work ethic as well as excellent communication, verbal, and customer service skills. Qualified applicants will possess a high level of Professionalism and discretion.

Essential Qualifications:

- Minimum age of 18 years old
- Personal training or group fitness certified from a nationally certified institute
- One or more years' experience working with clients in one-on-one training or teaching training at private or public health and fitness facility
- Possess the ability to work well with children &/or adults
- CPR/AED certified (or ability to obtain within 60 days of hire)
- Extensive knowledge of fitness, cardiovascular training, nutrition, and fitness design
- Knowledge of safe techniques and exercises and injury prevention
- Ability to build relationships with members, clients, and staff
- Demonstrate a willingness to take direction &/or feedback from others

Required Certifications:

- Current CPR/AED Certification
- Current nationally recognized Personal Trainer or Group Fitness Instructor certification appropriate for assigned duties

Preferred Certifications:

- Lifeguard Certification

Acceptable Certifications Could Include:

Personal Training

- NASM Certified Personal Trainer (CPT)
- ACE Certified Personal Trainer (CPT)
- ACSM Certified Personal Trainer (CPT)
- ISSA Certified Personal Trainer (CPT)
- NSCA Certified Personal Trainer (CPT)

Group Fitness

- ACE Group Fitness Instructor
- AFAA Group Fitness Instructor
- ACSM Group Exercise credentials or equivalent nationally recognized certification

Preferred Certifications (If applicable)

- Indoor Cycling / Spin Certification
- Yoga Instructor Certification (RYT-200 or equivalent)
- Aqua Fitness Certification
- Senior Fitness Certification
- Corrective Exercise or Specialized Population Certification

Physical Demands:

- Ability to stand, walk, and remain active for extended periods.
- Ability to demonstrate fitness exercises and proper use of equipment.
- Ability to lift, carry, push, and move equipment and supplies up to 50 pounds.
- Ability to bend, reach, squat, kneel, and perform other physical movements associated with fitness instruction.
- Ability to observe participants and respond quickly to safety or emergency situations.
- Ability to communicate effectively with members, guests, and staff.

Work Environment:

- Work is performed in a community aquatic center and fitness facility, including fitness areas, studios, gym, spaces, and pool environments.
- Frequent interaction with members, guests, and staff of all ages and fitness levels.
- Regular exposure to varying temperatures, humidity, noise levels, and pool chemicals.
- Position may involve teaching a variety of fitness formats, including group fitness classes and personal training.
- Schedule may include early mornings, evenings, weekends, and special events.
- Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the position.

Equal Opportunity Statement

Holland Aquatic Center is an Equal Opportunity Employer. We do not discriminate based on race, color, religion, sex, national origin, age, disability, or any other protected status. Reasonable accommodation will be provided as required by law.

Signature Acknowledgement: I have read and understand the responsibilities and requirements of this position. I understand the duties, responsibilities, qualifications, physical demands, and work environment associated with this position. I further understand that this job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications and that additional duties may be assigned as needed to meet organizational needs.

Signature: _____ Date: _____

Print Name: _____

Managers Signature: _____ Date: _____

Print Name: _____