



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

THE FAMILY YMCA- JOB DESCRIPTION

Job Title:	Personal Trainer	Schedule:	Varies
Job Type:	Part-time	Job Code:	10010703
FLSA Status:	Non-Exempt		
Reports to:	Wellness Director	Revision Date:	June 2018

Part-time; flexible to meet requirements of the position including evenings; weekend and holiday work may be required.

The Personal Trainer reports to and takes day-to-day direction from the Wellness Director.

The Personal Trainer is responsible for presenting a positive and competent image of the YMCA through quality fitness programming designed to meet the needs of the community in the area of personal training and member services.

Qualifications:

- Must have excellent written and oral communication skills to work positively with different populations, in groups and individually;
- must have computer and typing skills to communicate written material to clients;
- must be able to think independently and problem-solve for fitness consultations and exercise recommendations;
- must have the ability to plan and organize for scheduling and developing fitness regimes;
- must be able to develop and evaluate personal training programs
- must have previous experience in a leadership role in a health/fitness program;
- must be able to keep confidences and practice discernment;
- must have educational background in Physical Education, Exercise Science, Health Education or related field; extensive practical experience and a strong interest in the health/wellness or related field;
- must hold and maintain professional certification through an approved nationally recognized organization as a Personal Trainer;
- Must pass CPR/AED/1st Aid certification by an approved provider within 3 months from original date of hire and maintain while employed.
- must have adequate vision to review documents; hearing adequate to interact with the public;
- must be able to lift up to 45 pounds using proper technique;
- must be able to learn and follow local YMCA guidelines related to employment and benefits administration;
- occasional travel for training may be required;
- must understand, believe in and contribute to the mission of the YMCA to "Build strong kids, strong families, strong communities".

General Responsibilities:

The person selected for this position will be responsible for quality fitness programming in the areas of personal training and member services. This person is responsible for continuous high-quality customer service, which includes, but is not limited to, meeting internal and external customer needs, and for presenting a positive attitude toward the YMCA, its staff, and its programs.

Key Areas of Responsibility

The Personal Trainer assumes many responsibilities. These responsibilities include the following:

Personal Training:

- 1) Meeting with the client prior to personal training to see that a good match has been established between the client and yourself; referring to another trainer if necessary;
- 2) explaining procedures to the client regarding the Personal Training Agreement;
- 3) scheduling a fitness assessment for the client;
- 4) ensuring that health/medical, consent, agreement and liability forms are properly completed before the scheduled appointment;
- 5) asking the member about any health concerns as they may be related to exercise program recommendations;
- 6) consulting with the clients medical professional prior to training, if warranted;
- 7) listening to the client and understanding their health and fitness goals;
- 8) working with clients to achieve their goals including researching training information and/or referrals if necessary;
- 9) following up with members on their fitness program and scheduling follow-up appointments as needed;
- 10) ensuring that member's needs are met through personal recognition and by providing quality service;
- 11) assuming a leadership role as a professional in the area of exercise and fitness;
- 12) ensuring that a safe and healthy environment exists for exercising;
- 13) sharing educational information with your clients;
- 14) keeping up-to-date on safety and fitness trends;
- 15) following the guidelines set forth by the YMCA and ACSM;
- 16) reporting any equipment/facility problems to the Wellness Director;
- 17) keeping yourself apprised of the YMCA by attending meetings/workshops and reading the YMCA Information Logs daily;
- 18) maintaining your national accreditation certification;
- 19) maintaining professionalism through support of your colleagues and other YMCA staff;
- 20) actively participating as a YMCA employee by working with staff and members in fitness programs and special events;
- 21) and assuming any other duties as assigned by the Wellness Director.

Member Services-Responsibilities include the following:

- 1) Responding to the member in a professional and timely manner;
- 2) ensuring that the client has completed and signed the appropriate paperwork and maintain a log of training sessions;
- 3) providing excellent member service by listening, asking questions and providing information;
- 4) assessing the exercise and fitness needs and interests of members in helping to develop appropriate fitness programs. Exceed member expectations by "going the extra mile";
- 5) handling member complaints and concerns quickly and effectively;
- 6) encouraging clients to reach their fitness and wellness goals;
- 7) and gaining a complete understanding of the Member Services Desk as it relates to the wellness department.

Other-Responsibilities include the following:

- 1) Understanding and following all administrative procedures and guidelines as outlined in the YMCA General Employee;
- 2) behaving as a role model for a fit and healthy person;
- 3) understanding the role and contribution of each employee in the Wellness Department to the mission of the YMCA;
- 4) attending meetings, seminars and functions as scheduled;
- 5) and keeping a positive attitude with members and staff.

Our Culture:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Compensation:

Personnel policy governs work conditions and benefits. The first 90 days of employment are considered a trial period at which time performance will be evaluated by the Wellness Director.

Job Description Read and Understood:

I have read my job description and understand my responsibilities. I also understand that the YMCA cannot guarantee my employment and that the YMCA can change wages, benefits and conditions of employment at any time.

Personal Trainer Signature

Date