



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

Job Title: **Personal Trainer**

Job Code: (unique to Y)

FLSA Status:

Job Grade: (unique to Y)

Status: F/T or P/T (specify when possible)

Department:

Reports to: (position title)

Revision Date: September 2022

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Interacts with new and existing members to help them in achieving their health and well-being goals. Creates a welcoming environment for all members of all backgrounds and abilities. This position is responsible for providing high quality personal exercise training, excellent customer service, and product knowledge to members in a safe and clean environment.

### ESSENTIAL FUNCTIONS:

1. Actively recruits and retains personal training clients.
2. Personal information of members/ clients must be kept strictly confidential to maintain a high degree of trust and confidence.
3. Contractual agreements and payments for members must be processed thru member services and in adherence with the Y's accounting procedures and policies.
4. Remains current with wellness industry standards and trends.
5. Seeks new members to serve on a continual basis.
6. Greets and develops friendly, professional relationships with all members.
7. Designs programs that are tailored to individual health and wellness objectives, documents progress.
8. Coach members in support of their desired behavior change.
9. Regularly checks on members' progress in meeting personal and program goals.
10. Answers questions from members to support them in achieving their goals related to healthy living.
11. Maintains working knowledge of wellness and trends to provide effective information and support to members.
12. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA.
13. Introduces new members to group exercise communities based on their health and well-being goals.
14. Utilizes tools, technology and information for the purpose of increasing member knowledge of wellness as well as wellness programs provided through the YMCA (handouts, schedules, etc.).
15. May conduct post-enrollment interviews to understand new members' definition of well-being, personal goals, cultural background, healthcare needs, diverse abilities and interests and develops plans to meet their individual needs.
16. Achieves assigned performance goals.
17. Maintains and cleans equipment according to the schedule or as requested by supervisor.

18. Follows YMCA policies and procedures; responds to emergency situations.
19. Respond promptly and appropriately when rescue or first aid is necessary.
20. Enforce all safety rules fairly, consistently with tact and respect.
21. Attends all staff meetings.
22. Up to date Personal Training (per Association requirements) certifications will be required at each annual performance evaluation.
23. Performs other duties as assigned.

### **YMCA COMPETENCIES (Leader):**

Mission Advancement: Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS:**

1. Minimum age requirement of 18 will apply
2. High school graduate or equivalent preferred.
3. CPR, First Aid, AED certifications for the professional rescuer required prior to hire.
4. Child Abuse Prevention & Bloodborne Pathogens training within 30 days of hire date.
5. Previous experience with diverse populations preferred.
6. Certified Personal Training Certification required from one of the following: American College of Sports Medicine (ACSM), National Academy of Sports Medicine (NASM), National Strength and Conditioning Association (NSCA), American Council on Exercise (ACE), World Instructor Training Schools (WITS), International Sports Science Association (ISSA), National Personal Training Institute (NPTI), National Exercise Trainer Association (NETA), National Council on Strength and Fitness, Fit Tour, or a 4-year degree in Exercise Science, Kinesiology, Physical Therapy. Must be current and in good standing.

### **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- The employee must be able to perform heavy work: exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- The employee is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- The employee is subject to inside environmental conditions: protection from weather conditions but not necessarily from temperature changes.
- The employee is subject to noise: there is sufficient noise to cause the employee to shout in order to be heard above the ambient noise level.
- The employee is subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The employee may be exposed to infectious diseases.