



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB DESCRIPTION

Job Title: **Personal Trainer**  
FLSA Status: Non Exempt Hourly  
Status: Part Time  
Reports to: Wellness Director

Department: Wellness  
Revision Date: 7/2018

### 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. The Personal Trainer will increase member retention by way of creating a welcoming environment for all YMCA members in the fitness center through member engagement, guidance and support. The Personal Trainer will aid members in lifestyle coaching and fitness-related change through goal setting and equipment orientation.

### ESSENTIAL FUNCTIONS:

1. Responsible for following basic principles of strength and conditioning, consistently complying with guidelines set by the YMCA and ACSM.
2. Responsible for refraining from writing diets, prescribing supplements or diagnosing/curing any type of injury or illness; always referring members to a doctor when needed health or well-being is questioned.
3. Remaining alert to the condition of equipment, performing regular equipment safety checks and promptly reporting any concerns the supervisor.
4. Executing emergency action plan procedures.
5. Enforcing fitness center guidelines and policies.
6. Seeking to learn members' names and develop meaningful relationships.
7. Always have workout plans ready for appointments.
8. Attending all required training.
9. Maintaining all certifications required by the position.
10. Staying current with trends in the field and exercise industry.
11. Playing a role in organizing and securing gifts for the annual campaign.
12. Assist with special events.
13. Perform 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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
2. Excellent interpersonal, communication, and problem solving skills.
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
4. Minimum age 18 preferred.
5. Current nationally recognized and YMCA-approved personal training certification or Y-USA Foundations of Strength and Conditioning Instructor certification.

**JOB EXPECTATIONS:**

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_