



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

FERGUS FALLS AREA FAMILY YMCA JOB DESCRIPTION

Job Title: Personal Trainer

Job Status: Part Time, Non-Exempt

Reports To: Health & Wellness Director

Revision Date: 7/2017

POSITION SUMMARY:

Under the supervision of the Health & Wellness Director, the Personal Trainer will assist with motivating, educating, and training our members at the Fergus Falls Area Family YMCA.

ESSENTIAL FUNCTIONS:

1. Design safe and effective personal training programs for individual clients adapting the program to each person's specific needs and abilities.
2. Maintain files for personal training clients that includes the health history, number of sessions used and a record of workouts. This is to be turned in to the Health & Wellness Director when the last session is used.
3. Instruct members in the strength training principles, training procedures, and exercise techniques.
4. Teach members the proper and preferred use of all cardio and strength training equipment.
5. Inform members of new information regarding strength training safety and effectiveness.
6. Provide individual supervision and reinforcement during members' training sessions.
7. Provide excellent member service by greeting and acknowledging all members and encouraging wellness participation.
8. Promote Personal Training through personal example and member interaction.
9. Help maintain a neat, clean and pleasant environment on the Wellness floor.
10. Encourage and enforce a safe environment and proper exercise techniques.
11. Attend scheduled Personal Trainer staff meetings and participates in appropriate workshops, continuing education, and mandatory trainings.
12. Stay current on fitness concepts and ideas through credible Health & Wellness sources.

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. National personal trainer certification required and YMCA Foundations of Group Exercise certification a plus.
2. Minimum 18 years of age.
3. Strong interpersonal communication skills required.
4. Must have the ability to work with all ages and skill levels.
5. Previous personal training experience, YMCA experiences, or experience in health and wellness programming.
6. Child Abuse Prevention, required 60-days into employment.
7. CPR, First Aid, AED, prior to employment or within 30 days of employment.
8. Degree in exercise science, or a related field from an accredited college a plus.

PHYSICAL DEMANDS:

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift or carry at least 40 pounds in weight.
4. Ability to stand or sit while maintaining alertness for several hours at a time.
5. Position may require bending, leaning, kneeling, and walking.
6. Ability to speak concisely and effectively communicate.
7. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

GENERAL Y BUSINESS:

1. Participate as a team player.
2. Effectively communicate the mission, vision, and values of the YMCA to everyone.
3. Basic knowledge of all programs and their functions.
4. Must follow the policies, procedures, and guidelines set forth in the Employee Handbook and according to the Health & Wellness Director.
5. All other duties as assigned.

Disclaimer: The above statements are intended to describe the general nature and level of work performed by the employee for this position. It is not designed to contain or be interpreted as an exhaustive list of all responsibilities, duties, and skills required of the employee assigned to this job. The job description does not constitute an employment agreement between the Fergus Falls Area Family YMCA and the employee and is subject to change by the Fergus Falls Area Family YMCA as the needs of the association and requirements of the job change.

I have read and understand my responsibilities as outlined in this job description.

Employee Printed Name

Date

Employee Signature

Date

