



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF MARQUETTE COUNTY - JOB DESCRIPTION

Job Title: Personal Training Coordinator

Job Code: FIS

Reports to: Senior Health Innovations Leader

Leadership Level: Leader

Primary Function: Healthy Living

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### POSITION SUMMARY:

In harmony with the Christian nature, purposes, established policies and goals of the YMCA of Marquette County, the Personal Training Coordinator will assist the Senior Health Innovations Leader building the Personal Training department. This position will lead the department in Personal Training and help create a new vibrant, innovative programming structure. They will also build a sense of community with YMCA Personal Training clients and be able to modify the program as needed to meet varied health, ability and cultural needs.

### ESSENTIAL FUNCTIONS:

1. Promote the YMCA's healthy mind, spirit and body philosophy.
2. Responsible for strict adherence to all branch/department policies and procedures related to safety, conduct rules and other regulations.
3. Design, program and administer Personal Training programs, and activities for all age groups and fitness levels.
4. Assist with the development, training, and coordination and supervision of Personal Training staff which meet the target population of the YMCA of Marquette County.
5. Implement, coordinate, and evaluate YMCA fitness activities, programs, wellness grants, and events.
6. Attend department meetings/trainings and participate as an active team member in the department.
7. Report all program and facility suggestions, problems, needs, and concerns to the supervisor.
8. Maintain current certification(s).
9. Adhere to OSHA standards and guidelines.
10. Set up, put away, and organize equipment/materials needed for appointment. Clear area of safety hazards.
11. Follow, promote, and enforce the Wellness Center Guidelines when working with clients in that area.
12. Greet each client and create a comfortable atmosphere.
13. Follow procedures of having the client complete all necessary paperwork before any testing or training takes place, such as Health History, Medical Clearance, and Client Questionnaire.
14. Perform fitness evaluations according to YMCA of the USA standards. If the client cannot complete or perform a test, modify the evaluation.
15. Develop personalized exercise programs for your client based on the results of the fitness evaluation, their needs/goals, and feedback provided. These should be written and verbal.

16. When in the course of the program be able to see when you need to adjust the program to support the clients capabilities, any changes in physical conditions, health and culture.
17. Instruct clients to perform exercises in proper sequence with safe health and fitness principles and techniques in accordance with the YMCA of the USA standards.
18. Monitor the clients for unusual signs and/or symptoms during their workouts, such as SOB, chest pain, paleness, favoring limbs, etc.
19. Give each client your full attention during each session and be sensitive to his/her needs and feelings, help the client to connect with you so they feel comfortable.
20. Provide encouragement and motivation, help determine realistic goals, and develop plans to succeed. Challenge them to push their limits, but to also stay within their capabilities.
21. Regularly follow up with clients (phone calls, emails, note cards, etc), including clients seen on a regular basis and clients that participated in the Specialized Fitness Package.
22. Develop and maintain accurate records for each client. Include all initial paperwork, session notes, record of payment, and follow up contact.
23. Answer questions and provide fitness and wellness information to clients.
24. Encourage members to work at their own pace, drink lots of water, and take breaks when needed.
25. Celebrate the achievements that client makes during the program weather it is realthed to the program or personal goals, mastering of specific skills or overall health and well-being.

### QUALIFICATIONS:

1. A degree in Management of Health and Fitness, Health Education, Exercise Physiology or a related degree and a national Personal Training Certification is required. CPR and First Aid certification, Listen First One and Two, YMCA Of the USA Healthy Lifestyle Principles, Foundations of Group Exercise and Facilitating Change in Small Groups, and participation in the general YMCA orientation must be obtained within ninety days of employment.

### PHYSICAL DEMANDS

2. Clear speech and able to lift 80 pounds (fitness testing), operate wellness center equipment, and demonstrate aerobic, muscle conditioning, and flexibility exercises. Able to perform proper spotting techniques and stand for a minimum of one hour at a time. Able to communicate verbally, including projecting voice across distance in normal and loud situations.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_