



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PORTAGE TOWNSHIP YMCA JOB DESCRIPTION

Job Title: **Personal Trainer**

Status: **Part Time (max 28 hours weekly)**

Reports to: **Director of Healthy Living**

Revision Date: **September 2015**

POSITION SUMMARY:

Personal Trainers are responsible for providing individual and small group consultations and personal training sessions with members and non-members in a safe, enjoyable, and positive environment that promotes member wellness, connections and engagement in accordance with YMCA policies. Personal Trainers should use their expertise in exercise programming to develop and demonstrate safe and effective individualized exercise programs and achievable timelines that help the members to meet their health, wellness, and fitness goals.

ESSENTIAL FUNCTIONS:

1. Proactively assists clients, members, and guests to support them in achieving their wellness related goals through conducting free personal training consultations and participating in Personal Training promotions and member retention programs.
2. Creates a safe and secure environment in the wellness centers for all members, guests, and visitors in which all individuals feel welcomed and respected.
3. Builds respectful and meaningful relationships with members, clients, staff, program participants, donors, board members, volunteers, etc. and intentionally connects members and program participants to one another, to staff, and to YMCA programs and services that fit their needs.
4. Communicates professionally and appropriately with all individuals in person, on the phone, and electronically; actively applies Listen First skills regularly in all interactions.
5. Helps others create health and wellness goals and develop skills to achieve those goals by establishing long-term behavior change.
6. Identifies and celebrates the successes of members and program participants while displaying empathy and support that builds confidence to achieve their health and well-being goals.
7. Strives to provide a sustained positive impact for clients through the Personal Training program.
8. Familiar with risk factors associated with chronic disease and social determinants of health and understands different health needs in order to adjust activities and programs to serve all.
9. Understands and aligns delivery of Healthy Living programs to program goals and objectives.
10. Helps create new approaches to serve Healthy Living needs of members and program participants.
11. Keeps accurate appointment records; completes required documentation and maintains an updated file on each member that stays at the YMCA.
12. Maintains regular and predictable availability, schedule, and attendance; Seeks approval from the Healthy Living Director for absences or changes in availability/schedules.
13. Enforces YMCA and departmental rules, policies, and procedures.
14. Responds to and reports emergency situations as outlined in YMCA Employee Manual.
15. Appropriately documents and notifies the Director of Healthy Living immediately of all incidents, accidents, injuries, unsafe conditions, needed repairs, member complaints/suggestions, etc.
16. Attends all staff meetings and training as required.
17. Maintains current certifications and a working knowledge of wellness topics and trends to provide information and support to members.
18. Receives and carries out all instructions, special projects, and other duties as assigned by the Healthy Living Director.

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:

- Bachelor's degree or currently pursuing degree in a related field (preferred)
- Nationally recognized fitness related certification (ACSM, NASM, ACE, or NSCA preferred) or YMCA Strength & Conditioning Certification
- Previous fitness related experience (i.e. as a personal trainer, wellness coach, or exercise specialist strongly preferred)
- Required Trainings (within 60 days of hire): New Employee Orientation (provided); Child Abuse Detection and Prevention (provided); CPR, AED and First Aid Certification (provided); Y- USA Healthy Lifestyles Principles (\$); YMCA Listen First Training (provided); YMCA Creating the Member Experience Training (provided); Must keep all certifications current throughout employment

PHYSICAL DEMANDS

- Ability to talk, see and hear.
- Ability to connect with people of diverse backgrounds.
- Ability to lift and/or move up to 45lbs. as required.
- Ability to perform moderate physical activity that may include standing, climbing, walking, bending, twisting and reaching.
- Approved YMCA staff attire.

I have read the job description and agree to perform the job as stated.

Signature: _____

Name _____

Date _____