



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ALEXANDRIA AREA YMCA JOB DESCRIPTION

Job Title: **Personal Trainer**

FLSA Status: Non-Exempt

Reports to: Health & Wellness Coordinator

POSITION SUMMARY:

Personal trainers instruct and train individual member clients, provide excellent service to clients, members and potential clients in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

ESSENTIAL FUNCTIONS:

1. Provide excellent member service by exceeding member expectations; greet and acknowledge all members to encourage wellness participation; Integrate the mission of the YMCA and follow the core values of honesty, caring, respect and responsibility into the healthy living aspect of job responsibilities.
2. Schedule and conduct one on one consultation appointments prior to first exercise session.
3. Design safe and effective 1 or 1/2 hour personal training programs for individual clients, adapting the training program to each person's specific needs, abilities and goals.
4. Demonstrate and instruct members in the strength training principles, training procedures, and exercise techniques; Demonstrates correct stances, posture, alignment and technique during training sessions; Shows safe, effective ranges of motion and exercise control.
5. Take professional initiative to offer information, promote and sell personal training and additional YMCA health & wellness services & programs.
6. Understand the prevention, detection, and treatment of musculoskeletal injuries, basic emergency procedures, and the legal and professional responsibilities of personal trainers.
7. Accurately uses scheduling software to enter in trainer availability, member appointments and any and all other data necessary, including keeping accurate records of scheduled, rescheduled and cancelled appointments; Maintains records of clients' progress or lack thereof with respect to the exercise prescription.
8. Attend scheduled Wellness Coach/Personal Trainer staff meetings and participates in appropriate workshops.
9. Perform fitness tests or assessments (as appropriate) on clients to determine their current level of fitness including but not limited to: Resting heart rate; Resting blood pressure; Body weight and height; Circumference measurements of limbs, hips and waist; Tests for muscular strength/muscular endurance; Tests for cardio respiratory fitness.
10. Any and all other duties assigned by management.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's 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 18 years of age
2. CPR/First Aid Certified prior to employment.
3. West Bend Trainings as assigned, required 60-days into employment.
4. Right to Know training, prior to employment.
5. Nationally recognized Personal Training certification is required prior to hire; may include, but is not limited to: (ACE, NETA, AFAA, NASM, NSCA). Bachelor's degree preferred.
6. Interpersonal communication skills required.
7. Ability to work with youth and adults from beginner to advanced levels of fitness experience.
8. Must have the physical, visual and auditory ability to perform the essential functions of the job.
9. Wellness Coach/Personal Trainer must abide by YMCA policies, procedures and guidelines.

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 up to 50 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.

I have read the above job description and I fully understand the description represents our agreement as to the job tasks to be performed.

Employee Signature: _____ Date: ____ / ____ / ____

Supervisor Signature: _____ Date: ____ / ____ / ____