



## PERSONAL TRAINER – JOB DESCRIPTION

Job Title: Personal Trainer (Wellness/Fitness)

Association: YMCA of Greater Charleston

Reports To: Wellness/Aquatics Director

Branch: Berkeley Co. /Cane Bay Family YMCA

Revised Date: April 2022

FLSA Status: Hourly

---

### POSITION SUMMARY:

This position assists YMCA members in finding new ways to inspire healthier habits through health & wellness. This position will work closely with members in promotion wellness and helping individuals realize their personal best. Personal trainers are responsible for developing relationships with members and assisting them through the process of actively working towards better health by providing support, encouragement, and education.

### ESSENTIAL FUNCTIONS:

1. Provide excellent member service by exceeding member expectations; greet and acknowledge all members to encourage wellness participation.
2. Monitor the wellness center as fitness members set the equipment to ensure their general safety and equipment function; enforces all member codes of conduct, rules and policies including, but not limited to, age restrictions, dress codes, language and proper use of YMCA equipment and facilities.
3. Demonstrates correct stances, posture, alignment and technique during wellness consultation and healthy lifestyles sessions; shows safe, effective ranges of motion and exercise control, demonstrates strength & endurance maintaining role-model form throughout.
4. Help maintain a neat, clean and pleasant environment on the Wellness floor.
5. Take professional initiative to offer information, promote and sell personal training and additional YMCA health & wellness services & programs.
6. 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.
7. Understand the prevention, detection, and treatment of musculoskeletal injuries, basic emergency procedures, and the legal and professional responsibilities of wellness coaches.
8. Assist YMCA Group Fitness Management with administrative tasks that include keeping accurate records of scheduled, rescheduled and cancelled appointments.
9. Conducts post-enrollment interviews to understand new members' definition of well-being, personal goals, cultural background, healthcare needs, diverse abilities and interests and develops plans to meet their individual needs.
10. Attend continuing education and mandatory trainings.
11. Performs other duties as assigned.

### YMCA COMPETENCIES:

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 diverse 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 innovative 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 certification (ACE, NETA, AFAA, NASM) in Personal Training
2. CPR, First Aid AED, prior to employment

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be able to lift 25 pounds in weights.
- Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

**SIGNATURE:**

I have reviewed and understand this job description.

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

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

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