



# YMCA of Indiana County

Position Title:	Personal Trainer	Department:	Fitness
Reports To:	Director of Health & Wellness	Grade:	3, 5, 7
Classification:	Part Time	Job Code:	HWPT-7105

## GENERAL FUNCTION:

Under the direction of the Director of Health and Wellness or other assigned staff, the objective of the personal trainer is to seek out new clients along with providing appropriate personal training and small group training sessions to clients based on the goals and fitness level of the client.

## CORE COMPETENCIES:

- Provides a quality experience for everyone, including but not limited to Health Seekers, Members, Participants, Internal Customers, Fellow Staff Members, Vendors, and others.
- Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.
- Outgoing and energetic person with a passion for getting to know people, a flexible schedule while striving to increase the health of the general public.

## KNOWLEDGE – SKILLS - ABILITIES:

- **Education:** Experience in instruction of physiologically sound fitness and weight training programs. Must hold current CPR/AED certification. Must hold current Personal Trainer certification from: AFAA, ACE, ACSM, NSCA, AAAL, or equivalent.
- **Experience:**  
**Personal Trainer I:** has 0 -2 years experience as a personal trainer plus one national certification (see entry requirements) within 90 days of hire. Must obtain Y required trainings within 90-days of hire including First Aid, Child Abuse Prevention.  
**Personal Trainer II (in addition to level 1 requirements\*):** minimum of 3 years of experience as a personal trainer. One national certification (see entry requirements) required  
**Personal Trainer III (in addition to level 1 requirements\*):** minimum of 5 years experience as a personal trainer. 2 national certifications (in separate disciplines) OR 1 national certification, plus a degree in the fitness field.

**Working Conditions:** Moderate – High intensity physical level required for lifting, spotting, and demonstrating exercises.

**Equipment Used:** All possible equipment in the fitness center and facility.

## JOB RESPONSIBILITIES:

- Must serve as effective fitness and lifestyles role model for members
- Must have the ability to bring in own clients by acting as fitness attendant and getting to know members
- Must maintain current personal training and first aid/CPR certification

- Ability to perform fitness assessments
- Responsible for scheduling of appointments and monitoring completion of purchased sessions with each client.
- Complete all appropriate paperwork accurately and efficiently – appointment schedule, workout cards, timesheet.
- Responsible for promotion of services within guidelines of the YMCA of Indiana County
- Demonstrated leadership capabilities and adaptability with the client making each session fun and enjoyable while motivating participants
- Demonstrate the ability to put a fitness program together that is customized for each client based on the short and long-term goals of the client.
- Any other duties asked of Director of Wellness
- Attends meetings, in-service trainings and special events as applies to position,

#### **PHYSICAL REQUIREMENTS:**

- Must be able to stand for the duration of the shift
- Must be able to bend and stoop occasionally
- Must be able to lift weight required per client
- Must be able to train multiple clients consecutively

#### **EFFECT ON END RESULT:**

The effectiveness of this position can be judged by:

- Attainment of goals and objectives as evidenced in the performance appraisal process and the completion of the major duties of this position as outlined.
- The development and maintenance of good staff relations and an increasingly effective lay leadership resulting in a smoothly operating team of laymen and staff.
- Maintenance of safe, clean, and functional facilities for all program areas.
- The YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone.
- The YMCA will effectively connect and build relationships with its members and the community, resulting in increased member enrollment and retention.
- Consistent, superior member service and satisfaction resulting in continued growth in membership, programs and special services.