



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Personal Trainer**

Association: Quincy YMCA

FLSA Status: Non-Exempt, Part-Time Hourly

Branch: Quincy

Reports to: Wellness Director

POSITION SUMMARY:

Under the supervision of the Wellness Director, the Personal Trainer must provide one-on-one or small group fitness instruction to people desiring a program tailored to their specific needs/goals in a safe, enjoyable and positive environment that promotes member wellness and engagement in accordance with the YMCA core values, policies and procedures. Must have the ability to motivate people, have a love for physical fitness activities and good communication skills.

ESSENTIAL FUNCTIONS:

Personal Trainer will be expected to perform the following duties to successfully maintain a positive working environment and lead members in safe exercise practices.

1. Understand the needs of the client and plan the workout routine accordingly.
2. Choose correct set of exercises for the client.
3. Demonstrate the exercises and ensure that the client is performing the exercises correctly.
4. Explain the effects of particular exercises to the client.
5. Motivate the client to achieve the set fitness goals.
6. Be punctual
7. Maintain a friendly, professional, and positive environment in order to achieve an overall feeling of wellness at the YMCA.
8. Be knowledgeable in area of instruction in order to lead members through safe workout practices.
9. Builds effective relationships with members; helps members connect with each other and the YMCA.
10. Conduct energizing, fun, safe and educational sessions
11. Complete Mandatory YMCA Trainings (Living our Cause, Listen First, etc.)
12. Show/Take initiative to grow clientele and YMCA programs
13. Submit regular success stories for use in promotion of Personal Training.
14. Build positive relationships with all levels of YMCA staff members.
15. Keeps accurate records of the number of session a client has used (date and length of session). Trainer must be willing to address with the client; number of sessions left, when they are out of sessions and when they have gone over sessions purchased. Trainer must not work with the client after 1 session over until client has registered and paid for a package or session(s).
16. Maintain working knowledge of wellness/fitness and trends to provide effective and accurate information to members.
17. Follows YMCA policies and procedures; responds to emergency situations.
18. Other duties as assigned by Wellness Director.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y’s values.

Collaboration: Builds rapport and relates well to others. Listens for understanding and meaning, speaks and writes effectively. Embraces new approaches and discovers new ideas to create a better member experience.

Operational Effectiveness: Makes sound judgments and transfers learning from one situation to another.

Personal Growth: Pursues self-development that enhances job performance.

QUALIFICATIONS:

1. Required certifications; Personal Training Certification, Strength and Conditioning Certification or degree in Exercise Science, CPR, First Aid, AED (kept current)
2. Personal Trainer must be confident in working with people on all different fitness levels.
3. Personal Trainer must be willing to stay up-to-date in fitness industries common guidelines.
4. Staff must be knowledgeable in all Wellness Center programs in order to accurately answer questions and promote YMCA fitness and its programs.

PHYSICAL DEMANDS

To perform satisfactorily, Personal Trainer must be able to perform the following functions unaided or with the assistance of reasonable accommodation:

1. Be able to read and write.
2. Be able to lift at least 25 pounds.
3. Be able to relate effectively to a diverse group of people.
4. Be able to stoop, bend and stretch when performing responsibilities.
5. Be able to use sound judgments.

EFFECTS ON END RESULTS

1. Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions.
2. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
3. Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another.
4. Accurately assesses personal feelings, strengths and limitations and how they impact relationships.

Employee Signature

Date

Supervisor Signature

Date