

JOB DESCRIPTION

Aberdeen Family YMCA
5 South State Street
Aberdeen, South Dakota 57401



Position: Personal Training Coordinator

Supervisor: Senior Director of Programming
Position Type: Part-time

Last Updated: January 2023
Position Status: Non-Exempt

GENERAL DESCRIPTION:

The Personal Training Coordinator is responsible for the organization, operations, supervision and delivery of the personal training program to the membership and community. Provide expertise to members and clients to enhance their workout routine and encourage them to reach their individual goals. Provide supervision and development of personal training staff. To promote a positive culture for wellness and fitness, and provide educational opportunities for members that fulfills the YMCA's mission, goals and objectives.

ESSENTIAL FUNCTIONS: *Essential functions are those tasks, duties, and responsibilities that comprise the means of accomplishing the job's purpose and objectives. Essential functions are critical or fundamental to the performance of the job. They are the major functions for which the person in the job is held accountable.*

- Availability to work varied hours; early mornings, days, evenings and weekends.
- Directs and oversees all operations related to personal training: ten (10) hours per week. Schedule established with supervisor approval.
- Demonstrates fiscal responsibility by managing target revenues.
- Responsible for handling department financial transactions and following organization purchasing policies and procedures.
- Recruit, hire, train, develop, supervise and evaluate personal training staff.
- Ability to demonstrate effective management of staff- to address, accurately document and appropriately resolve difficult situations in a timely and professional manner.
- Coordinates the assignment of personal training clients with a suited trainer and fairly distributes client/trainer assignments.
- Schedule routine trainer meetings with an emphasis on the following – coaching, directing, goal sessions, recruitment, retention, etc.
- Effectively and properly motivate staff and participants to achieve their maximum potential in all areas of performance.
- Develops and implements fitness evaluations/plans for members and clients. Assist trainers with goals and plans per clients as needed.
- Assist with client's training sessions as needed.
- This position has the opportunity to personal train up to 30 hours per pay period. These training sessions will be compensated at 60% of the paid sessions and will be submitted in the pay period they are purchased. All personal training sessions will be conducted outside the coordinator position hours.
- Compile and track each trainer's assigned client sessions and approve submissions to payroll.
- Ensure all personal training staff has current YMCA and/or professional certifications, background or experience that meets industry standards for personal training and health and wellness programs as needed.
- Effectively manage personal training information and ensure proper handling and filing of client information.

- Keep abreast of trends in the industry.
- Understanding of nutrition and how it relates to wellness and fitness.
- Model professionalism and relationship building skills in all interactions with staff, members, guests, volunteers and the community which builds effective working relationships.
- Collaborate with YMCA departments in executing our "new member" process, member engagement, recruitment and retention.
- Develop specific marketing goals and objectives and implement market plan and promotions, working cooperatively with the Engagement and Marketing Committee and others assigned.
- Represent the YMCA in any community health initiatives and partnership that aim to strengthen communities.
- Assist in the development and review of policies, procedures, and training manuals.
- Monitors daily operations to adhere to all YMCA health and safety standards and policies.
- Communicate to the appropriate department and staff any issues or concerns with the facility or equipment.
- Anticipate potential risks of injury, taking measure to remove them and, in the event of an injury, have the ability to implement facility emergency procedures.
- Supervise student interns as approved.
- A willingness to commit to the mission of the YMCA.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Responds to all member and community inquires and complaints in a timely manner.
- Responds to emergency situations in accordance with CPR, First Aid and Aberdeen Family YMCA policies and procedures. Completes and submits incident and accident reports as required.
- Attend and participate in staff meetings and/or related meetings as assigned.
- Positively communicate information on all YMCA programs.
- Complete other duties as assigned.

JOB REQUIREMENTS, PREFERRED EDUCATION, TRAINING, AND WORK EXPERIENCE:

- Bachelor's degree in Exercise Science, Health Science, Kinesiology, Human Performance & Fitness, or related field.
- Certified Personal Trainer Certification (ACE, ACSM, ISSA, NASM, NSCA) Preferred
- CPR-PR (CPR for the Professional Rescuer) Certification
- First Aid Certification
- 1 year experience in the health and fitness field.
- 1 year experience Personal Training and Group Training.
- Experience in strength training principles and general wellness enhancement.
- Experience in marketing and promotions preferred.
- Leadership experience in the areas of staff supervision and development, program planning and initiative, and budget management.
- Experience in working with youth and adults from beginner to advanced levels of fitness.
- Experience in human relations with the ability to relate to staff, members, guests, volunteers and community members.
- Working knowledge of computer systems and programs.

ESSENTIAL FUNCTIONS – PHYSICAL & MENTAL REQUIREMENTS: *Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.*

- Must be physically fit and have the endurance to work with clients in a fitness environment.
- Frequently required to sit, stand, walk, and run.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Frequently required to lift and/or move up to 60 pounds.
- Frequently required to bend, twist or climb.

- Moderate concentration/intensity, which includes prolonged mental effort with limited opportunity for breaks.
- Normal memory, taking into consideration the amount and type of information.
- Moderate level of complexity for decision making.
- Normal time pressure of decision making.
- Frequently have a varied or irregular work schedule.

COMPETENCIES: *To perform this job successfully, the employee will demonstrate the following competencies to perform the essential functions of the position.*

- **Adaptability:** Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with occasional change, delays, or unexpected events. Asks supervisor when unsure of priorities.
- **Analytical Skills:** Ability to process complex or diverse information.
- **Attention to Detail:** Works to ensure high quality results; acts in timely manner.
- **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.
- **Cooperation:** Being pleasant with others and displaying a good-natured, cooperative attitude in line with YMCA values.
- **Customer Service:** Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- **Delegation:** Delegate work assignments, give authority to work independently, set expectations, and monitor delegated activities.
- **Dependability:** Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; and completes tasks on time.
- **Initiative:** Volunteers readily; seeks self-development opportunities; seeks increased responsibilities; looks for and acts upon opportunities; asks for and offers help when needed.
- **Judgment:** Display willingness to make decisions; exhibit sound and accurate judgment; and make timely decisions.
- **Leadership:** Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives recognition as appropriate.
- **Management Skills:** Involves staff in planning, decision-making, facilitating and process improvement; be available to staff; provide regular performance feedback; and develop subordinates' skills and encourages growth.
- **Mission Advancement:** Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development and recognition. Cultivates relationships to support fund-raising.
- **Motivation:** Sets high expectation and challenging goals. Creates a positive environment for high performance results.
- **Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plan and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.
- **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions; provides clear direction when needed.
- **Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.
- **Planning and Organization:** Prioritize and plan work activities; use time efficiently; and develop realistic action plans.

- **Problem Solving:** Identifies and resolves problems in a timely manner; assesses actions needed and responds as trained to carry out procedures; uses reason to apply knowledge to immediate situations.
- **Professionalism:** Approaches others in a polite and tactful manner; maintains composure and reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.
- **Quality Management:** Explore ways to improve and promote quality; demonstrate accuracy and thoroughness; and maintain compliance with legal and regulatory aspects.
- **Safety and Security:** Follows safety and security procedures; reports unsafe conditions; uses equipment and materials properly.
- **Self-Control:** Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- **Stress Tolerance:** Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- **Teamwork:** Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Written Communication:** Writes clearly and concisely.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate to loud. Work near moving Fitness equipment parts.

Aberdeen Family YMCA has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

I have read and understand my responsibilities for this role at the Aberdeen Family YMCA as noted above.

Employee Signature

Date

Print Name