

JOB DESCRIPTION

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



Position: Personal Trainer

Supervisor: Wellness Director

Position Type: Part-time (less than 30 hours)

Last Updated Date: July 2024

Position Status: Non-Exempt

GENERAL DESCRIPTION:

The Personal Trainer is responsible for instructing individual members by providing excellent service in a safe, enjoyable, and positive environment that promotes member wellness and engagement.

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. Between the hours of 5:00 a.m. and 10:00 p.m. as requested by clients.
- Develops, implements and instructs a variety of personal training and group training sessions for clients. Provides encouragement and expertise for the clients in support of their health and well-being goals.
- Conducts energizing, fun, safe, and educational training sessions.
- Maintains a positive attitude and acts in a professional manner; building effective relationships with members and helping members connect with each other and the YMCA.
- Administers, tracks and evaluates health history questionnaires, fitness assessments and other pre-participation documentation with regard to individual exercise programs.
- Keep accurate records of personal training participants.
- Returns all equipment and supplies to proper location after each session and ensure clients are treating equipment properly to prevent damage, accidents and spread of disease.
- Trains to all abilities and provides modifications for those looking for higher/lower intensity and ensures all clients feel welcome and appreciated.
- Promotes and sells personal training programs and services while achieving monthly revenue and session goals.
- Stays within scope of practice with all exercise recommendations.
- A willingness to commit to the mission of the YMCA.
- Promote YMCA membership, programs and services.
- Promote and incorporate the YMCA's mission, four core values and areas of focus into all program activities.
- Ability to establish and maintain harmonious relationships with staff, volunteers, members and the general public.
- 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 incident and accident reports as required.
- Be involved in community activities to the benefit of the YMCA and its programs.
- Attend and participate in staff meetings and/or related meetings.
- Positively communicate information on all YMCA programs.
- Assist with special events as needed.
- Actively participates in YMCA events.
- Complete other duties as assigned.

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

- Must be a minimum of 18 years old.
- Bachelor's degree in Health Science, Kinesiology or related field preferred.
- National Personal Training Certification(s) (i.e. ACE, AFAA, NASM, ACSM, NSCA) preferred.
- Any additional certifications related to expertise preferred.
- 1 year of experience in the health and fitness field preferred.
- 1 year of experience Personal Training and Group Training preferred.
- Current CPR-PR (CPR for Professional Rescuer) Certification.
- Current First Aid Certification.
- Must have the ability to work with youth and adults from beginner to advanced levels of fitness experience.
- Must have the ability to lead and motivate others.
- Must demonstrate personal leadership abilities, possess mature judgment and sound decision-making abilities.
- Preferred general health and wellness knowledge including biomechanics, anatomy, injury prevention, cardiovascular and strength training principles, coaching skills and basic fitness equipment operations.

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

- Employee must have a high degree of energy, be physically fit, and have the endurance to complete the workout.
- Occasionally required to sit; frequently required to stand and walk.
- Frequently required to reach with hands and arms.
- Frequently required to talk or hear.
- Frequently required to lift and/or move up to 50 pounds.
- Frequent use of close vision and ability to adjust focus.
- 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.

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

- **Attention to Detail:** Works to ensure high quality results; acts in timely manner.
- **Cooperation:** Being pleasant with others and displaying a good-natured, cooperative attitude in line with YMCA values.
- **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.
- **Motivation:** Sets high expectation and challenging goals. Creates a positive environment for high performance results.
- **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification when necessary; responds informatively to questions; provides clear direction when needed.
- **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.

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **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.
- **Quality Management:** Explore ways to improve and promote quality; demonstrate accuracy and thoroughness; and maintain compliance with legal and regulatory aspects.
- **Written Communication:** Writes clearly and concisely.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderate to loud.
- Wet or humid conditions.

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