



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

POCONO FAMILY YMCA JOB DESCRIPTION

Job Title: **Personal Trainer**

Status: Part-Time

Reports to: Fitness Director

Department: Fitness

Revision Date: 7/31/17

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA personal training programs.

ESSENTIAL FUNCTIONS:

1. Develops and teaches content appropriate to the participant's goals and objectives; develops appropriate tools necessary to offer quality training; provides feedback to participant and proper instruction.
2. Facilitates learning through one-on-one instruction and incorporates a variety of presentation methods and applications to accommodate participants learning styles.
3. Provides a safe caring environment for all participants; enforces all general policies if applicable; completes any necessary reports and forms, i.e., attendance records, certifications, etc.
4. Prepares for training activities including preparing lesson plans, organizing relative equipment, etc. May be required to set-up and break-down materials and equipment used for instruction.
5. Makes recommendations to managers regarding participants' overall learning experience.
6. Assists in YMCA fund raising activities and special events.
7. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Supports fund-raising.

Collaboration: Works effectively with people of different 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 new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. 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. High school diploma or GED preferred.
2. Current certification to be a personal trainer is required to instruct. Proof of certification and/or credentials required.
3. Previous experience providing instructions, training others or other related experience preferred.
4. Ability to communicate in a clear and understandable manner.

YMCA JOB DESCRIPTION FOR PERSONAL TRAINER

5. Ability to teach effectively in different learning environments.
6. Basic computer/typing skills and demonstrated ability to utilize standard office software.
7. Must be available to work a flexible schedule including evening and weekends.

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.

- The employee must occasionally lift and/or move up to 75 pounds.
- Ability to perform all physical aspects of the position, including walking, standing, bending, reaching, and lifting.
- The noise level in the work environment is usually moderate.

SELF-MOTIVATION:

- To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____