

Personal Trainer Job Description

GC Wellness and Recreation

Personal Trainer

Position Description/Qualifications

Personal Trainers are an integral part of the Fitness/Wellness team within the Department of Wellness and Recreation. They help clients achieve their fitness and health goals through motivation and education. They are passionate about health and fitness, and through their work inspire and encourage others to develop healthy habits.

➤ Essential Functions

- Protect the safety and well-being of each client, while providing the best customer service possible
- Provide clients with the safest and most effective wellness program to help them achieve their fitness goals
- Greet clients warmly and enthusiastically to create and maintain an atmosphere that cultivates long-term participation
- Create customized workout programs based on initial client goals, assessing progress periodically, and modifying workout programs to progress to reach goals
- Perform physiological assessments/functional movement screenings as directed/needed
- Enter and update appointment statuses and packages daily on Appointment Plus software in order to track each client's number of sessions
- Receive daily communications about potential clients and weekly area updates and respond within established timeframe
- Seek to increase retention rates and foster client satisfaction and loyalty through service and promotion
- Inspire and motivate each client to achieve his or her individual fitness goals
- Ensure the gym equipment is in good working condition and report issues to your supervisor promptly
- Attend all mandatory in-services and trainings
- Communicate work availability to Associate Director each semester
- Understand warm-up and cool-down period with activating/stretching of all involved major muscle groups
- Understand training principles, progressions, adaptations, and basic human anatomy and physiology in order to create effective wellness programs for clients
- Demonstrate the proper use of exercise equipment on the fitness floor
- Understand and adapt to work with populations at all fitness levels
- Demonstrate and educate clients on proper body mechanics, contraindications, progressions and modifications
- Coordinate emergency and evacuation procedures that include care for injured, initiation of emergency action plan, notification of appropriate university personnel and community authorities, and completion of paperwork
- Arrive early for client sessions, dressed in provided uniforms, presenting a professional appearance and enthusiastic attitude
- Follow procedures set forth in the employee handbook, as well as all departmental and university policies

- **Job Expectations**
 - Ensure the gym equipment is in good working condition and report issues to your supervisor promptly
 - Attend all mandatory in-services and trainings
 - Communicate work availability to supervisors each semester
 - Understand warm-up and cool-down period with activating/stretching of all involved major muscle groups
 - Understand training principles, progressions, adaptations, and basic human anatomy and physiology in order to create effective wellness programs for clients
 - Demonstrate the proper use of exercise equipment in the fitness center
 - Understand and adapt to work with populations at all fitness levels
 - Demonstrate and educate clients on proper body mechanics, contraindications, progressions and modifications
 - Coordinate emergency and evacuation procedures that include care for injured, initiation of emergency action plan, notification of appropriate university personnel and community authorities, and completion of paperwork
 - Arrive early for client sessions, dressed in provided uniforms, presenting a professional appearance and enthusiastic attitude
 - Follow procedures set forth in the employee handbook, as well as all departmental and university policies

- **General Schedule**
 - This position requires flexibility and adaptability to accommodate clients in scheduling hourly work sessions within the operating hours of the Rec and Wellness Center (Monday – Thursday 6:30 a.m. – 10:30 p.m., Fridays 6:30 a.m. – 9:30 p.m., Saturdays 10 a.m. – 7 p.m., and Sundays 1 p.m. – 10:30 p.m.)
 - Positions are available Fall, Spring and Summer semesters including semester and holiday breaks.
 - Must be able to work a minimum number of 4 hours/week

- **Job Requirements**
 - Maintain nationally accredited Personal Training and CPR/AED certifications
 - Must adhere to Wellness and Recreation and University policies and procedures
 - Must be reliable and dependable

- **Physical Requirements**
 - Position requires ability to lift, push, pull, and move equipment approximately 50 lbs. in weight
 - Position require being on your feet and walking

- **Preferred Qualifications**
 - Previous experience in personal training

- **Wage** \$15.00/hour

- **Application Procedure**
 - Submit an online application (www.gcsu.edu/wellnessrec/job-opportunities)