



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Location: **Shelby County YMCA**
Job Title: **Certified Personal Trainer**
Reports to: **Wellness Director**

GENERAL FUNCTION:

The Personal Trainer is primarily responsible for reviewing the Y member or program members goals, along with past and present exercise history in order to design the appropriate strength, toning, sports specific, cardiovascular and/or flexibility program, while ensuring the safety of the client. The Personal Trainer will provide supervision, education and evaluation to Y members or program members teaching proper use of the equipment, while maintaining a safe and motivating environment.

KNOW HOW:

Must be at least 18 years of age. A knowledge of basic exercise science, biomechanics and prior strength/conditioning experience is required. In addition, the position requires current CPR, First Aid and appropriate strength certification: YMCA Foundations of Strength and Conditioning and/or one or more of a national personal training certification such as (ACE, AFAA, ACSM, NSCA, Health and Fitness Specialist), or is in the process of achieving one or more of the listed certifications.

PRINCIPLE RESPONSIBILITIES:

1. Must promote a healthy lifestyle, be an enthusiastic role model to all YMCA members.
2. Promote a healthy lifestyle, demonstrate YMCA character values, and be an enthusiastic role model.
3. Assist members by offering useful feedback, encouragement, reevaluations, additional instructions, and motivation needed to continue a regular exercise program.
4. Attend all staff meetings for department.
5. Lead training sessions for clients to ensure proper and safe use of equipment.
6. Follow up with members and clients that you gave a fitness evaluation or personal orientation training session with no more than two weeks after their appointment.
7. Create a motivating environment that is friendly and non-competitive.
8. Be responsible for equipment used and report any malfunction to supervisor.
9. Report ALL accidents in class or on premises in writing to Wellness Director and Branch Executive Director.
10. Monitor the strength and cardiorespiratory areas for equipment in need of repair and report this to your supervisor in writing.
11. Stay up to date with all emergency procedures.
12. Arrive on time dressed professionally - staff shirt, or presentable shirt with staff name- tag visible. Shorts or presentable trousers, preferably solid color.
13. Know and follow the YMCA mission statement. "To put Christian principles into practice through programs that build healthy spirit, mind, and body for all."
14. Know and model the four Core Values of the YMCA. Caring, Responsibility, Respect, Honesty.
15. Extend courtesy and respect to all members and guest of the YMCA.



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16. To complete YMCA orientation, Child Abuse and CPR/first aid training within 90 days of employment.
17. Maintain a positive attitude about the YMCA both on and off premises.

EFFECTS ON END RESULTS:

The effectiveness of performance in this position can be judged by:

1. Knowledge of strength and cardiorespiratory equipment and use of effective training techniques.
2. Overall cleanliness and organization of the strength and conditioning area.
3. Maintenance and/or increased attendance and quality of programs in the strength and conditioning area.
4. Positive member feedback.
5. Keep a positive attitude toward members, position and staff.
6. Demonstration of YMCA Character Values.

TRAINING GUIDELINES:

Shelby County YMCA Health and Fitness Program Standards

1. Be at least 18 years of age.
2. Participate in YMCA Principles of Health and Fitness within 6 months of employment.
3. Must be Certified in a national personal training / fitness specialist certification before employment.
4. Instructors of specialized classes where a national certification exists must become certified within 6 months of employment. (AOA, Pre-Natal, Healthy Back, Fitness Walking, Personal Training, LiveStrong)
5. Current CPR / First Aid.

Additional Guidelines

1. Attend the necessary number of CEC courses to maintain certification (CEC's every two years for National cert).
2. It is the instructor's responsibility to provide their supervisor with copies of all certifications. These will be kept on file.

HOW TO APPLY:

Submit resume to the Wellness Director. C.Luker@shelbycountymca.org

RESUMES ACCEPTED UNTIL: