



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Position Title: **Wellness Center Personal Trainer**
Reports to: **Wellness Director**

General Function:

Under the direction and supervision of the Wellness Director/Executive Director, the Wellness Center Floor Staff shall be responsible for all day to day functioning and cleanliness of the Wellness Center. Staff persons will develop relationships with members and ensure consistent, superior service is provided to maximize member retention. Staff members are responsible and accountable for the growth and development of personal training programs and are expected to hold personal training sessions during scheduled shifts. The Wellness Center Staff members will also assist the "Breathing Easy" and "In the Cardiac Direction" programs, and work directly with ProCare Physical Therapy. This position also performs routine maintenance on all machines and keeps up-to-date logs of services performed. Wellness Center Floor Staff members, working as part of the Wellness Team, will deliver professional service and create a welcoming environment at the YMCA. They will be solution seekers and confident, trustworthy decision makers. The incumbent will also exhibit the core values of caring, honesty, respect and responsibility in all aspects of their work with the YMCA. They will deliver excellent service to all members, guests, and program participants, respond to member and guest needs promptly, and promote all programs.

Entry Requirements/Qualifications:

1. The incumbent must have a national certification in personal training (ACSM, ACE, AFFA, NASM, NSCA, or YMCA Personal Training Instructor) or a Bachelor's Degree in a fitness related field.
2. Knowledge of ACSM Guidelines and requirements for medical clearances
3. One year personal training experience preferred and general knowledge of fitness equipment and its uses
4. Experience in conducting fitness orientations and assessments
5. Excellent oral communication and problem solving skills are necessary
6. Ability to establish and maintain harmonious relationships with staff, volunteers, YMCA members and the general public is essential
7. A willingness to commit to the mission of the YMCA
8. Ability to actively listen
9. This person needs to be a self-starter, able to handle multiple tasks under limited supervision, work well in a team setting and be detailed oriented
10. Possess a positive and professional attitude
11. Organizational and written skills are required

Qualifications:

Certifications required within 90 days of hire: CPR/AED, and First Aid and the YMCA New Employee Orientation (online). ANNUALLY: Listen First; Sexual Harassment in Workplace; Child Abuse Prevention; Blood-Borne Pathogens; Maintain Certificates by completing CECs

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Helps to recruit volunteers and builds effective, supportive working relationships with them. 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. Follows budgeting policies and procedures, and reports all financial irregularities immediately. 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.

Essential Duties and Responsibilities:

1. Develop member relationships
2. Actively supervise the members using the Wellness Center
3. Enforce Wellness Center regulations
4. Assist members with fitness programs
5. Maintain the cleanliness of Wellness Center areas and machines
6. Document and log all equipment malfunctions
7. Perform routine maintenance on all equipment
8. Ensure the Wellness Center is safe environment
9. Conduct youth and adult orientations
10. Assist with the execution and growth of the "Breathing Easy" and "In the Cardiac Direction" Programs
11. Work directly with ProCare for the recruitment of patients into the wellness center upon completion of therapy
12. Actively recruit clients to the personal training, duo-training, and small group personal training programs
13. Assist in development and productions of all personal training and program materials
14. Develop a clientele to perform a minimum 1 personal training session per scheduled shift within 90 days of hire; 2 personal training sessions per scheduled shift within 120 days of hire.
15. Monitor temporary signage in the wellness center for current information, accuracy and professional look
16. Be knowledgeable about all YMCA programs to effectively engage with members. This includes being familiar with all current brochure information, upcoming events and other special activities. If information is not available, be responsible for obtaining the correct information and providing information to members.
17. Maintain towel and sanitizer service in the Wellness Center
18. Assist in the development of a cleaning regimen to keep all equipment in peak condition

19. Follow and enforce all YMCA procedures and policies, including: personnel guidelines, safety guidelines, wellness policies. Carry out emergency plans as necessary
20. Be dressed in appropriate attire and wear nametag at all times
21. Attend and remain current on all mandatory trainings and staff meetings
22. Be knowledgeable and supportive of the YMCA annual support campaign
23. Always look for ways to improve performance
24. Emphasize fun, make the Y a happy place with positive relationships
25. Assume other responsibilities as deemed appropriate by supervisor

Supervisory Responsibilities:

The Wellness Center Staff is responsible for supervising volunteer, work-study and/or community service persons staffed at the Wellness Center.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch, or crawl, and talk and hear. The incumbent may also lift and/or move 50 pounds while performing their job functions. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Acute hearing skills are required. Other: Ability to "spot" members.

Work Environment:

While performing the duties of this job, this individual maybe occasionally exposed to wet conditions. The typical noise level in the Wellness Center area is moderate to slightly above moderate. The individual may be exposed to toxic or caustic chemicals when working with laundry service, cleaning machines and performing a variety of daily duties.

Effect on the End Result:

The Wellness Center Staff position, as part of the Wellness Team, will allow for more consistent and quality service in the Wellness Center by making members, participants and guests of the YMCA feel welcome, comfortable, and empowered on their fitness journey. This will increase their sense of belonging to the YMCA. The overall result of these actions will create engaged members and participants with a strong connection to the YMCA. Their positive experiences will result in members and participants becoming ambassadors for the YMCA. There will be a positive impact on personal training enrollment, satisfaction and retention.

(Employee Signature)

(Date)
