



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA JOB DESCRIPTION

Job Title: **CERTIFIED PERSONAL TRAINER**

FLSA Status: Non-exempt

Status: P/T

Reports to: Wellness Director

Job Code:

Job Grade:

Department: Wellness

Revision Date: April 04, 2017

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### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Instructs individual member clients, provides excellent service to members in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

### ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Conducts energizing, fun, safe, and educational training sessions.
2. Builds effective relationships with members; helps members connect with each other and the YMCA.
3. Maintains working knowledge of wellness and trends to provide effective information and support to members.
4. Keeps accurate member client attendance records.
5. Follows YMCA policies and procedures; responds to emergency situations.

### YMCA COMPETENCIES (Leader):

***Mission Advancement:*** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits 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.

## **QUALIFICATIONS**

1. Required certifications: CPR, First Aid, AED, national personal training certification (ACE, NETA, AFAA, NASM, ACSM, NSCA).
2. Certification in areas of expertise.
3. YMCA New Employee Orientation and Child Abuse Prevention Training within 30 days of hire.
4. At least one year of experience as a personal trainer preferred.
5. Continuing educations/renewals of certifications kept up to date and submitted to the supervisor on or before certifications expire.

## **PHYSICAL REQUIREMENTS**

1. Ability to conduct personal training sessions and activities relating to fitness.
2. Ability to perform all physical aspects of the position; including walking, standing, bending, reaching, and lifting.

## **SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_