FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

HARRISBURG AREA YMCA JOB DESCRIPTION

Job Title: **Personal Trainer, East Shore YMCA**
FLSA Status: Non-Exempt Part-Time
Leadership level: Leader
Salary Range: $20-$26/hr
Reports to: Wellness & Group Exercise Director
Revision Date: 7/27/2022

POSITION SUMMARY:

Under the direct supervision of the Wellness Director, the Personal Trainer's primary responsibility is providing a safe and thorough orientation to all cardiovascular and strength training equipment. This position is also responsible for superior customer service and member retention.

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

KNOW HOW:

This position prefers at least one year of experience in the area of Health & Fitness. Instructor must have excellent verbal and written communication skills. He/she must be knowledgeable of exercise design and implementation. Good motivation skills and superior customer service are essential to the position. In addition, the following qualifications must be met:

- Must be certified through an accredited personal training certification.
- Must be certified in an approved CPR/AED certification, including a written and practical evaluation.

PRIMARY ACTIVITIES:

1. Demonstrate Character Development Values of caring, honesty, respect, and responsibility in all decision-making, member and staff interactions, meetings, etc.
2. Ensure overall quality customer service. Must offer safe and thorough introduction to equipment so to ensure participant satisfaction.
3. Project a professional image at all times, including neat appearance and positive manner.
4. Clock in and out of Paylocity for each shift.
5. Check appointment book for daily clients, arrive to work five minutes prior to first appointment time.
6. When no clients are scheduled, assist members as needed.
7. Do a walkthrough of all fitness areas and check for equipment problems.
8. Utilize the maintenance app MaintainX to report broken equipment. Place out of order signs on equipment after reporting through MaintainX.
9. For personal training, set up appointments directly with the client. Be prompt and prepared for each client.

10. Continuously monitor members for signs of distress at all times.
11. Ensure members and guests are following proper safety rules and regulations.
12. YMCA Emergency Procedures must be followed when needed.
13. All accidents or injuries must be immediately recorded on the YMCA Accident/Incident Report and submitted to Director/Coordinator.
14. Seek professional and personal growth through training events, certifications, and job-related courses.
15. Attend mandatory staff meetings throughout the year.
16. Report all concerns/complaints to Director/Coordinator.
17. Perform all other duties deemed necessary by the Wellness Director.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands, fingers, arms, legs, and to talk and hear. This position requires standing for long periods of time and the physical demonstration of multiple exercises, including lifting resistance equipment.

COMMITMENT TO CHILD SAFETY:

As a youth-serving organization, all staff share the responsibility to keep children safe, and this position requires that the incumbent read and sign the separate "Youth Protection Policy for Personnel and Volunteers" statement and abide by it.

Employees and volunteers who do not directly supervise consumers will:

- Adhere to policies related to boundaries with consumers.
- Attend required abuse risk management training.
- Report suspicious and inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.
- Adhere to job specific abuse risk management responsibilities.
- Maintenance employees and volunteers—ensure unused rooms and closed rooms remain locked; routinely monitor high-risk locations (locker rooms and bathrooms), etc.
- Front Desk personnel—ensure consumers are properly signed in and signed out; ensure only authorized adults are allowed in the facility, etc.

DRESS CODE:

1. Proper footwear, including closed-toe athletic sneakers must be worn at all times.
2. Attendant must wear assigned YMCA staff shirt and name tag during scheduled work hours. Attire must be professional and neat, no extreme low-cut tights/shorts.

ENVIRONMENT:

The Wellness Center is a member service; members and guests must be top priority during your scheduled shift.

EFFECT ON-END RESULT:

1. Excellent customer and staff service.
2. Adherence and demonstration of YMCA Character Values in all actions and decisions.
3. Member retention and growth and a good community image.
4. A clean, safe, well-maintained facility with successful, well-attended programs.
5. Safe, happy members who are motivated to live a healthy lifestyle.

SIGNATURE:

I have reviewed and understand this job description. I agree to fulfill my responsibilities as a Personal Trainer in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

Employee Name: Employee Signature:

Date: