



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PERSONAL TRAINING & WELLNESS SPECIALIST

Job Title: Personal Training & Wellness Specialist

FLSA Status: Non-Exempt

Reports to: Membership & Wellness Director

Revision Date: 2/14/19

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### POSITION SUMMARY:

Works directly with the health and wellness team to engage and retain members by helping members achieve their health and wellness goals through creative and professionally designed classes appropriate to the fitness level of participants.

### ESSENTIAL FUNCTIONS:

1. Manage and coordinate personal training and wellness programming including member fitness orientations, fitness consultations, personal training programming, medically based wellness programs and wellness initiatives at the branch.
2. Serve as the branch representative at association cabinet and committee meetings.
3. Take professional initiative to promote personal training, clinics and all wellness related opportunities, and participates in the generation, experimentation, and implementation of new approaches and activities that improve and expand the Y's mission and work.
4. Serves as the YMCA's liaison in conjunction with the Membership & Wellness Director with assigned staff at Morris Hospital to support medically based wellness initiatives, including Patient Referrals from Cardiac Rehab and Physical Therapy, and the Prescription for Fitness program.
5. Monitor the fitness room as fitness members use the exercise equipment. Teach and train proper usage as needed. Support equipment repair, maintenance and selection.
6. Provide individual and small group personal fitness training and diet consultation.
7. Monitors metrics and develops reports for fitness classes, personal training, and hospital referral programs and medically based wellness initiatives.
8. Motivate and educate members in leading healthy lifestyles.
9. Builds effective, authentic relationships with members and staff; helps them connect with each other and the YMCA by answering questions related to the fitness area.
10. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
11. Monitors daily operations to adhere to all YMCA health and safety standards and policies.
12. Performs duties of fitness instructor and personal trainer as needed.



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### YMCA LEADERSHIP 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. High School Degree or equivalent.
2. Current Personal Trainer Certification by an accredited personal trainer / fitness program.
3. Certifications to be obtained upon hire: CPR, AED, Basic First Aid certification, Epipen, Blood Bourne Pathogens, Child Abuse Prevention, Sexual Harassment.
4. Complete New Staff Orientation.

### WORKING CONDITIONS:

1. Ability to work fluctuating shifts which include weekday mornings, evenings, weekends and holidays.
2. Ability to walk, stand and sit for long period of time.
3. Be able to lift and carry items weighing up to 50 lbs.
4. Ability to work in various temperatures with various noise levels.
5. Visual and auditory ability to respond to critical situations and physical ability to act in case of emergencies.

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**Applicants Name (printed)**

\_\_\_\_\_  
**Date**

**I have read and understand this position description and believe I am capable and qualified to handle the position as presented.**

**Signature:** \_\_\_\_\_