



JOB DESCRIPTION

YMCA OF METROPOLITAN LOS ANGELES

Job Title: Personal Trainer I
FLSA Status: Non-Exempt
Status: Part-Time
Competency Level: Leader

Reports To:
Job Grade: N-63
Start Date:

POSITION SUMMARY

The YMCA Personal Trainer is responsible for creating welcoming and supportive environments while providing customized fitness programs for members. Responsibilities include working one-on-one with members, providing personal attention and motivation, instructing members on proper exercise techniques, and designing fitness programs to help members achieve their unique health and fitness goals.

MINIMUM QUALIFICATIONS

- **AGE:** Eighteen years or older
- **EDUCATION:** high school diploma; Bachelor's degree in Physical Education, Kinesiology, Exercise Science, or a related field preferred.
- **CERTIFICATIONS:** CPR; Personal training certificate from a nationally accredited certifying organization (e.g. NASM, NSCA, NCCPT, ACE, AFAA, and ACSM) required. Certifications must be current at time of hire.
 - As current non-Y Personal Trainer certifications lapse and/or require renewal/recertification via CEC's through a 3rd party vendor, staff will be allotted time to keep those certifications current.
 - If staff choose not to keep their non-Y certifications current, as a **condition of employment** to continue to work for the Y, staff will be required to complete the Y-ACE certifications.
 - Y-ACE has an equivalency certification provision. Anyone holding an equivalent certification from another recognized entity can apply for an equivalency.
- **SPECIALIZED SKILLS:** Strong character values; experience working in the fitness industry; at least 1 year experience working with participants on a one-on-one basis preferred.

WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS

- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- Bend, stoop, be able to lift at least 45 lbs., and be able to stand for periods of time up to 1 hour.

ESSENTIAL FUNCTIONS

Program Delivery

1. Create a welcoming environment in all YMCA program areas taking time to talk to members and enthusiastically greet them by name with a smile and eye contact.
2. Conduct personal training appointments with members to help them develop and meet their fitness goals. Ensure that a client inquiry or follow-up is conducted within 24 hours of receiving a referral. Inform supervisor of client's initial start date.
3. Design personalized programs for members that are customized to meet the unique needs of each member.
4. Motivate and encourage members to meet fitness goals; track member progress and modify fitness routines/plans as necessary.



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5. Confirm member appointments and member follow-up as required.
6. Design a safe and effective 30-minute to 1 hour fitness program. For example: Create a safe environment by providing individual instruction to members. Demonstrate proper technique and adjust machine weights, and cardiovascular equipment as appropriate.
7. Proactively connect and monitor members to develop, and support the achievement of their goals for healthy living, and matching members' interests to YMCA programs.

Member Engagement

8. Responsible for building small communities by facilitating connections with and between members.
9. Respond promptly and courteously to all member complaints, compliments and inquiries while following the appropriate procedures at all times.
10. Actively interact with members regarding their participation in YMCA programs, Annual Support Campaign and Special Events.
11. Provide clear and effective communication with members, staff and the general public. This includes session cancelation, rescheduling of any kind and/or anything related to the client, maintaining a satisfactory experience.

Administration & Compliance

12. Monitor fitness room to ensure equipment is functioning, put away and clean.
13. Model and enforce Code of Conduct, Healthy Living Policies, and administrate member issues as they arise. Positively interpret these policies to members.
14. Follows the programs administrative process utilizing the tools and resources provided to maintain all record keeping per session per participant is accurate and current.
15. Ensure that any paperwork is completed within 5 minutes after the client's allotted session.
16. Properly inform clients that all payments are to be made at the Welcome Center.
17. Information is organized and participants stay engaged in the program.
18. **Attend** staff meetings and trainings as required.
19. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
20. **Demonstrate** the Six Pillars of Character (Trustworthiness, Citizenship, Respect, Responsibility, Caring, and Fairness) as well as the YMCA Core Values of Caring, Respect, Honesty and Responsibility in all dealings with members, guests, volunteers and fellow staff.
21. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.
22. All other duties as assigned by your supervisor.

YMCA LEADERSHIP COMPETENCIES

The Y's Leadership Competency Model is comprised of 18 leadership competencies (leadership knowledge, skills, and behaviors required for success in the Y), organized by the four disciplines of cause-driven leadership:

- **Mission Advancement:** advancing the Y's promise to strengthen community
Competencies include: Values, Community, Volunteerism, and Philanthropy
- **Collaboration:** working with, understanding and developing others
Competencies Include: Inclusion, Relationships, Influence, Communication, Developing Others
- **Operational Effectiveness:** ensuring relevance, effectiveness, and sustainability
Competencies include: Decision Making, Innovation, Project Management, Finance, and Quality Results



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- **Personal Growth:** developing continually to adapt to new challenges
Competencies include: Self Development, Change Capacity, Emotional Maturity, and Functional Expertise

While all competencies are significant the following are critical to success in this position:

- Values
- Inclusion/ Communication
- Emotional Maturity

ACKNOWLEDGEMENT

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

The employment of all Association employees is at-will. This means that either the employee or the Association may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. This Policy of at-will employment only can be changed by an express written agreement signed by the CEO.

I understand that as a representative of the Association I will be expected to model the highest standards of behavior and performance in my position. In that regard, I understand and agree that I will comply with all policies and procedures that are applicable to me and/or to my job position, including, but not limited to, the Employee Handbook.

Employee Name (printed)

Employee Signature

Date