



Position Summary

As a Personal Trainer with the Campus Recreational Sports Fitness/Wellness program, it is your responsibility to provide a comprehensive one-on-one educational fitness program for your clients. Promoting lifelong adherence to a health and fitness program through realistic goal setting and education is the purpose of the Personal Training program. A major goal is to produce independent exercisers by providing them in-depth information on equipment usage, lifestyle management, and ultimately, how to design their own personal fitness program. The major aspects of the personal training program include:

- Personal attention during all sessions
- Monitoring progress via fitness assessments and program tracking
- Access to all resources within the Division of Recreational Sports
- Appropriate program design which assists clients in reaching their goals

Qualifications

Personal Trainers employed by Campus Recreational Sports must have background knowledge in exercise science and practical skills obtained through **at least one** of the following certifications

- American Council of Exercise-Personal Training (ACE-PT), American College of Sports Medicine's Health Fitness Instructor (ACSM-HFI), the National Strength & Conditioning Association's Certified Strength and Conditioning Specialist (CSCS) or Certified Personal Trainer (CPT), or a nationally accredited certification approved by the Assistant Director of Personal Training.

Personal training is a rapidly growing field. In addition to basic anatomy, exercise physiology, client assessment, basic exercise knowledge, and equipment knowledge, trainers are expected to be well versed in the use of exercise bands, resist-a-balls, understand functional training, lifestyle activities, wellness, and the stages of change mode. The trainer must be willing to continually improve his or her skills and abilities in order to be a successful personal trainer.

Duties and Responsibilities

1. Each trainer is responsible for client tracking paperwork.
2. Attend all in-service trainings and meetings.
3. Accurately record client-training sessions for payment purposes.
4. Communicate client progress and/or problems with the Assistant Director.
5. Take pride in each and every client, assisting him or her in every way possible.
6. Conduct personal training sessions within the policies and guidelines established by the Division.
7. Be punctual and conduct yourself in a professional manner.
8. Seek client feedback continuously.
9. Check email twice daily for assignment of new clients & contact them within two business days of assignment.
10. Successfully complete and update Risk Management training.
11. Maintain certification through on-going continuing education.
12. Maintain current Risk Management certifications at all times while employed
13. Participate in periodic educational in-services, meetings, and personal interviews.
14. Attend mid-semester and end of semester performance assessment meetings each semester (summer 1 and 2 are combined for a summer "semester" of employment).
15. Attend all staff meetings, and one Safety In-Service Training per semester.
16. Be knowledgeable of all Recreational Sports programs and services and act as an ambassador of Recreational Sports.

Periodic Duties

1. Review risk management and emergency procedures established by the Division.
2. Represent the Fitness/Wellness program and the Division on an as-needed basis.
3. Perform other duties as assigned by the Fitness/Wellness Program Director.