



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MANSFIELD AREA Y

Job Title: **Personal Trainer**

Job Code: 04-05

FLSA Status: Non-Exempt

Job Grade: L

Reports to: Director of Operations

Revision Date: 11/9/15

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### POSITION SUMMARY:

Teach safe, fun and informative training sessions in both a group and individual fitness setting. Involves creating, monitoring and evaluating fitness programs for individuals or groups of all ages and ability levels by performing the following duties.

### ESSENTIAL FUNCTIONS:

1. Promote the YMCA core values of ***caring, honesty, respect*** and ***responsibility*** in all job-related functions.
2. Build an effective relationship with members and designs a safe, comprehensive and individualized exercise program to follow based on the member's goals.
3. Explain and demonstrate use of equipment to be used during personal training session.
4. Explain and demonstrate exercise principles to achieve desired results.
5. Observe members during personal training sessions to detect and correct mistakes.
6. Explain and enforce safety rules/regulations and emergency procedures.
7. Recommend purchase of equipment/resources to be used during personal training sessions to supervisor.
8. Ensure that all equipment used in personal training sessions is in safe working order and notifies supervisor if in need of repair or replacement.
9. Maintain contact with current and past program participants to promote involvement in personal training and other YMCA programs.
10. Follow appropriate purchasing procedures for personal training program.
11. Assist members and guests with questions and concerns when needed.
12. Keep current on CPR, First Aid, AED & Personal Training Certifications.

### YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. Certifications: National Personal Training, CPR, AED, First Aid, YMCA Healthy Lifestyle Principles.
2. Ability to maintain certification-level of physical and mental readiness.

**PHYSICAL DEMANDS:**

1. Must be able to remain alert.
2. Must be able to sit or stand for extended periods.
3. Must be able to lift a minimum of 45 lbs.
4. Ability to perform strenuous physical tasks.
5. Ability to communicate verbally, including projecting voice across distance in normal and loud situations.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AGREEMENT:**

This job description is not an expressed or implied contract. The Mansfield YMCA reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Personal Trainer for the Mansfield Area Y.

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Personal Trainer signature

\_\_\_\_\_  
Date

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Director of Operations signature

\_\_\_\_\_  
Date