



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Cleveland County Family YMCA Job Description**

**Position Title:** Personal Trainer  
**Branch:** Dover Foundation YMCA  
**Reports To:** Wellness Director

**Exempt Status:** Non-Exempt  
**Primary Function:** Healthy Living  
**Leadership Level:** Leader

### **POSITION SUMMARY:**

Under the supervision of the Wellness Director and consistent with the Christian mission of the YMCA, the Personal Trainer is responsible for providing fitness assessments, fitness orientations, and individualized routines for all members of all backgrounds and abilities. Responsibilities include: creating a welcoming environment, developing relationships with members to help them in achieving their health and well-being goals, increasing program development and increasing member retention while providing high quality services for members, participants and guests of the YMCA.

### **KNOW HOW:**

- Ability to develop and maintain high levels of customer service with members and guests.
- The ability to represent the YMCA in a mature and professional manner, holding true to a commitment to the YMCA's values, philosophies and ideals.
- Trainings and Certifications: Infant/Child CPR, Adult CPR, AED, First Aid, New Staff Orientation, Child Abuse Prevention, ongoing YMCA 101 trainings, YMCA's Healthy Lifestyle Principles and Strength & Conditioning. Trainings and certifications must be obtained within the first 60 days of employment or next available certification training. Failure to comply with attending trainings and obtaining and maintaining current certifications will result in Pay Reduction or possible termination.
- National certification in personal training (ACSM Health Fitness Instructor, ACE Personal Trainer, AFAA Personal Trainer, NASM Personal Trainer, NSCA Personal Trainer, or YMCA Personal Training Instructor) or a Bachelor's Degree in fitness related field or certified Athletic Trainer or a Licensed Physical Therapist.
- Knowledgeable in basic anatomy, physiology, and nutrition.
- Complete 20 working as a Fitness Instructor at the branch within the first 30 days of hire.
- Excellent human relations and communication skills.
- Team player.

### **ESSENTIAL FUNCTIONS:**

- Address questions and concerns of YMCA members with exceptional service and ensures adequate follow through in a timely manner.
- Contribute to the fulfillment of the YMCA mission.
- Responding appropriately to any/all safety concerns, reporting all incidents to direct supervisor and providing any necessary follow-up.
- Assist members with attaining their fitness/wellness goals.
- Conduct thorough orientations on the exercise equipment and exercise programs for members.
- Follow up and ongoing assistance with members via Fitlinxx, phone, face to face, cards and any other quality service follow-up.

- Assist members with equipment- educating on using proper form, spotting, plate loading and unloading.
- Responsible for Wellness Center during your working time or shift ensuring a safe and clean environment.
- Responsible for assisting with thoroughly cleaning fitness & multipurpose rooms and surrounding areas as needed including: fitness equipment, flooring, glass and mirrors, weight racks, wellness desk and any other areas that need to be clean.
- Giving guided tours as needed, answering all questions, and making all members/guests feel well informed and welcome.
- Enforces facility policies and procedures.
- Attends staff meetings and any other training as assigned.
- To be an active participant in the YMCA's We Build People Campaign.
- Any other duties assigned.
- Developing member relations
- Providing exercise and fitness instruction
- Promoting total YMCA programming
- Counseling on fitness and health issues
- Increasing membership retention
- Assist with the annual community outreach campaign.
- Enhancing knowledge of training principles and healthy lifestyle education
- Increasing exposure of YMCA to non-member participants
- Works as a fitness instructor on the fitness floor based on branch need

#### **YMCA COMPETENCIES:**

- Relationships
- Communication
- Developing Others
- Inclusion
- Innovation
- Quality Results
- Functional Expertise (Healthy Living)

#### **PHYSICAL DEMANDS:**

- Walk, sit, crouch, stoop, kneel, stand and climb.
- Potential exposure to communicable diseases and bodily fluids.
- Lift, carry, push or pull up to 50 pounds in weight.
- Speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Effectively spot personal training clients (at various weight)

#### **END RESULTS:**

- The mission of the YMCA is being fulfilled throughout all member service and wellness related programs.
- Increased professionalism of YMCA services.
- Members attained fitness/wellness goals.
- Wellness center and track areas kept safe and clean.
- Satisfactory attainment of the YMCA's goals and objectives.

- Growth in membership, high member satisfaction, increased member retention and loyal YMCA members.

*For more information, contact **Abby Boling** at **[ABoling@clevecoymca.org](mailto:ABoling@clevecoymca.org)** or call (704) 669-3633.*

***To apply for this position, complete an online application [HERE](#) .***

The YMCA: We're for youth development, healthy living, and social responsibility.  
YMCA Mission: Helping all people reach their God given potential in spirit, mind and body.