Position Description

JOB TITLE: Personal Trainer  DATE REVISED: February 24, 2014

CLASSIFICATION: Part Time  DEPARTMENT: Campus Recreation

REPORTS TO: Coordinator of Fitness and Wellness  PAY RATE: Pending Certification

Essential Responsibilities
Provide safe and effective instruction to all members regardless of ability levels within the campus recreation center while upholding a premium level of customer service by arriving to each training session early, communicating effectively with all assigned clients, and ensuring a safe and clean fitness area.

Specific Responsibilities
- Communicate effectively with the Coordinator of Fitness and Wellness and the Graduate Assistant of Fitness and Wellness through phone, email, or in person
- Enforce all program policies and procedures as it pertains to the facility
- Enforce all building policies and procedures and assist as needed during emergencies
- Attend all personal training and department meetings and cleanings
- Possess current CPR/AED and First Aid certifications and complete all audit skills testing
- Possess current nationally recognized personal training certification. Examples include but are not limited to: American Council on Exercise, National Strength and Conditioning Association, and American Council on Sports Medicine
- Successfully clock-in and out upon arrival and departure of all training sessions and successfully track client training sessions
- Meet independently with each newly assigned client to review goals and training schedule
- Other duties as assigned

Minimum Requirements
Degree seeking student at UAB. Leadership and supervisory abilities. Ability to work independently. Knowledge of standard practices in recreational sports and fitness. Ability to thrive in an environment that values high expectations, accountability, and balanced lifestyles.

Human Relations
Internal contacts include staff at all levels. External contacts include external customers. Contact involves troubleshooting, informing, exchanging information, negotiating, making recommendations, and giving information or instructions.
Competencies
[The competencies listed below are representative of the knowledge, skills, and/or abilities required to perform each essential function.]

Technical Competencies
- Basic computer competency

Professional Competencies
- Ability to handle customer service issues as it relates to the fitness activity.
- Ability to communicate effectively with patrons and professional staff.
- Ability to multitask and manage time effectively and efficiently.

Work Environment and Physical Demands
[The demands marked below are representative of those that will be required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Please indicate below where reasonable accommodation may be needed.)

Work Environment
- Participation in fitness studios and facility surrounded by loud music and noise.
- Extended periods of time standing, jumping, swiftly moving, and other general physical movements.

Physical Demands
- Eye-hand coordination.
- Hearing and talking.
- Extended periods of activity and communicating.
- Heavy lifting

Employee Acknowledgement

By signing below I acknowledge that I have read and understand the purpose, essential responsibilities, minimum requirements, competencies, work environment, equipment, and physical demands required of my job as described above. Further, I acknowledge that if, because of a disability, I need an accommodation in order to perform the essential functions of my job, I will notify the human resources department, who will work with me to determine what, if any, reasonable and effective accommodation can be made.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. I understand that this is not an exhaustive list of all duties and responsibilities, and that Centers reserves the right to amend and/or change responsibilities to meet business and organizational needs.

__________________________  ________________________
Employee                      Date