



JEFF ROUSE SWIM & SPORT CENTER

Job Description

Job Title	Personal Trainer
Department	Fitness
Location	Stafford, VA
Reports to	Fitness Director
Approved By	Eastern Sports Management
Approval Date	04/01/2017

Level	Type of position:	Travel	Amount Required:
	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary		<input checked="" type="checkbox"/> None <input type="checkbox"/> Minimal <input type="checkbox"/> 25%-50% <input type="checkbox"/> 50% or more
Classification	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		

JOB DESCRIPTION

The Personal Trainer's main responsibility is to develop and deliver safe, comprehensive training and wellness programming to their clients at the Jeff Rouse Swim and Sport Center. This part-time position reports directly to the Fitness Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide individual personal training, tandem, and small group training to the clients of JRSSC
- Develop a training program for each client to include fitness and wellness goals and testing
- Keep records and track the progress of each client
- Assist in the sale of personal training and maximize client retention
- Provide 45-minute fitness orientations to new members of JRSSC
- Attend JRSSC fitness team meetings and individual meetings with the Fitness Director
- Outstanding interpersonal communication and coaching skills
- Knowledgeable and current with fitness and health science trends
- Strong desire to learn
- Team-oriented
- Personable and professional
- Ability to design/create fitness programs
- Ability to engage in customer service
- Physical agility and strength
- Capable of demonstrating exercises prescribed to clients
- Knowledge of & respect for Jeff Rouse Swim and Sport Center Mission
- Knowledge of the rules and regulations of JRSSC, including its Personnel Handbook, and abide by them
- Perform other duties and responsibilities as needed, required, or assigned by the Fitness Director and/or the General Manager

SUPERVISORY RESPONSIBILITIES

- This job has no supervisory responsibilities

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Continuous Learning - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- Job Knowledge - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- Use of Technology - Demonstrates required skills; adapts to new technologies; uses technology to increase productivity; keeps technical skills up-to-date.
- Design - Generates creative solutions; demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.
- Communications - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- Cooperation - Establishes and maintains effective relations; exhibits tact and consideration; works actively to resolve conflicts.
- Managing Customer Focus - Monitors customer satisfaction; develops new approaches to meeting customer needs.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Teamwork - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Leadership - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others.
- Quality Management - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- Conflict Resolution - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- Cost Consciousness - Contributes to profits and revenue.
- Diversity - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- Organizational Support - Follows policies and procedures; supports organization's goals and values.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Consultative Selling - Qualifies potential customers; builds rapport and establishes trust; asks questions to discover client business needs; presents solutions that meet customer objectives.
- Personal Appearance - Dresses appropriately for position; keeps self well groomed.
- Sales Skills - Overcomes objections with persuasion and persistence; initiates new contacts; maintains customer satisfaction.
- Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

- Initiative – Seeks increased responsibilities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Innovation - Presents ideas and information in a manner that gets others' attention.
- Quality - Applies feedback to improve performance.
- Quantity - Completes work in timely manner; strives to increase productivity; works quickly.
- Safety and Security - Uses equipment and materials properly.
- Focus - Ability to maintain attention in a high-volume, fast-paced environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree from four-year college or university; or certification; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: Upon hire and training, the individual must be able to successfully utilize the Jeff Rouse Swim and Sport Center Member/Guest registration software and Timeclock software.

Certificates, Licenses, Registrations: The certifications, licenses and registrations described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Certified Personal Trainer (minimum of one)
 - ACE, ACTION, AAPTE, ACSM, CSCCa, Cooper Institute, LT Academy, NASM, NCSF, NCCPT, NESTA, NETA, NFPT, NSCA, PTA Global
 - Or Four-year degree in Kinesiology, Sports Medicine or other related field
- Possess or obtain CPR/AED certification within 60 days of employment

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds.
- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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:

- While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts.
- The noise level in the work environment is usually moderate.

I, _____ (Employee's Name), hereby certify that I understand and agree to abide by the terms and conditions of my employment set forth in this JRSSC Personal Trainer Job Description.

Employee's Signature

Date

Fitness Director (Print Name)

Fitness Director Signature

Date

Human Resources (Print Name)

Human Resources Signature

Date