

Job Description – Personal Trainer

Supervisor: Assistant Director of Fitness & Wellness & Coordinator of Fitness & Wellness

JOB SUMMARY:

Texas State Campus Recreation is seeking enthusiastic individuals to prescribe safe and effective workouts to a diverse population. The Personal Trainer is responsible for providing a positive workout experience through safe and effective fitness guidance and instruction to all clients served. This includes designing exercise programs for clients of all levels and abilities, providing modifications when necessary, and educating patrons on appropriate fitness principles and techniques. Safety is the #1 priority. The Personal Trainer reports to the Assistant Director of Fitness & Wellness, and the Coordinator of Fitness & Wellness.

Qualifications:

- **A national Personal Trainer certification (ACE, NASM, NSCA, ACSM, etc.) is REQUIRED for this position.**
- CPR/AED and First Aid certification required within **30 days of hire.**
- Must obtain a Personal Trainer certification through a nationally recognized organization (see above) prior to employment
- Must complete Blood Borne Pathogen Training & Student Worker Safety Training
- Must have working knowledge of exercise physiology, anatomy, and kinesiology
- Must have knowledge in exercise programming and design as well as injury prevention and rehabilitation

SPECIFIC DUTIES & RESPONSIBILITIES:

- Complete onboarding upon hire
- Contact clients and set up initial meeting and sessions in a timely manner (within 24-48 hours of being contacted taking on clients)
- Plan, prepare and lead safe and effective personal training sessions, fitness assessments, and equipment orientations
- Develop safe and effective, client-specific exercise programs
- Actively promote personal training to acquire new clients and retain existing clientele
- Guide clients on the process of purchasing additional sessions
- Attend continuing education opportunities and mandatory in-services each semester
- Be knowledgeable of all emergency procedures and current with emergency response protocol
- Complete client reassessments based on client goals and number of sessions
- Conduct fitness assessments and assist clients in establishing SMART fitness goals
- Ensure that a safe and healthy environment exists for exercising
- Maintain and update client paperwork on a daily and weekly basis
- Deduct sessions on Fusion after each session no later than the end of the week. Keep track of all remaining sessions, and remind clients to purchase additional sessions when necessary
- Maintain the personal training equipment and office space
- Perform other reasonably related duties assigned to you by the supervisor(s).
- Promote and maintain a friendly, safe, and motivating training relationship with clients
- Promote positive behaviors that value health, physical ability, and life-long wellness
- Provide accurate information about programs and services we offer
- Provide exceptional customer service by ensuring clients' needs are met and by handling any complaints/concerns quickly and effectively

- Report any equipment/facility issues to the Assistant Director and/or Coordinator as soon as possible
- When using equipment behind the front desk for training sessions, request from a membership team student employee
- Train within your scope of practice
- Be able to lift 50 lbs. and safely spot client through a full range of motion

EXPECTATIONS:

- Be ON TIME and actively participate in all meetings, in-services, and training sessions
- Communicate and respond to emails by the requested deadline
- Enforce and comply with all facility/program policies, rules, and regulations
- Maintain a high level of professionalism including proper attire, personal hygiene, and a positive attitude
- Maintain the qualifications, certifications, trainings, and continuing education credits required for position
- Maintain written records of every session to be kept in client's file
- Record all hours worked in shifts (teams app) & SAP
- Respect your co-workers, supervisors, clients, patrons, and yourself
- Show up to all sessions on time (at least 15 minutes prior) and prepare workouts in advance
- Train at least two clients at all times unless prior arrangements were made with Assistant Director or GA
- Utilize Microsoft teams for resources (ex: Staff contact list, sign-ups for events/meetings, in-service agendas etc.)
- No promotion of outside employment that is a conflict of interest with your current position is allowed
- Dishonorable content/representations of Campus Recreation on personal social media accounts will not tolerated

Pay Scale:

- 12.00 / hour starting pay
 - Regular pay wage increase opportunities based on:
 - Performance
 - Length of Employment
 - Continuing Education

Other:

In accordance with the Division of Student Success/Campus Recreation Office Strategic Plan, other duties as assigned.