



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA OF LANSING JOB POSTING

### YMCA Personal Trainer

#### **GENERAL FUNCTION:**

Provide personal and small group training in a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures.

#### **ESSENTIAL FUNCTIONS:**

1. Understand the use of and provide safe effective instruction on all equipment located within the Wellness Center including, selectorized, free weight, and cardiovascular equipment, with regard to standardized exercise recommendation.
2. In accordance with the Principles of the YMCA, give fair and equal treatment to all clients, maintaining confidentiality of verbal and written information about the individual.
3. Maintain an understanding of current research and technology.
4. Respond to emergencies that may occur in the fitness setting.
5. Uphold the principles and the philosophy of the YMCA.
6. Ability and skill to write workout programs for desired goals that are customized to each person.

#### **QUALIFICATIONS:**

1. Retain a personal training certification from a nationally recognized organization and/or an equivalent educational background in exercise physiology or related field.
2. Obtain CPR/AED/First aid within the first 60 days of employment and maintain certification while employed at the Wellness Center.
3. Maintain a knowledge base of resistance training principles.
4. Have an outgoing personality conducive to personal training.
5. Emphasis on the relationship and member involvement skills of listening, problem solving, personalizing, and adapting. Staff should also understand the psychology of behavior change.
6. Must be physically capable of demonstrating exercises and have the ability to lift a minimum of 50 pounds.

#### **CHARACTERISTICS:**

1. Maintain the YMCA values of honesty, respect, caring, and responsibility.
2. Have the ability to empathize, support, and coach.
3. Have excellent communication and listening skills.
4. Possess the ability to motivate and praise even the smallest of accomplishments.
5. Have knowledge of exercise and leisure activities.
6. Have knowledge of nutrition.
7. Have an understanding of related physical conditions, such as diabetes and hypertension.
8. Have strong personal relationship qualities and skills.
9. It is against YMCA policy to accept direct payment or benefits from clients for services.

#### **DUTIES AND RESPONSIBILITIES:**

1. Arrive promptly for your scheduled appointment time and be prepared for the client's visit.
2. Dress in a professional manner.
3. Secure a completed health history from each client and screen it using ACSM guidelines for risk factors. Monitor participant for exercise intolerance and act accordingly. A Physician's consent to exercise for the client is acceptable. A copy of this written order must be on file at the YMCA for the client.
4. Create and implement personalized programs based on client goals and / or assessment outcomes.
5. Maintain detailed records of each personal training session. Exercise Explorer is available for this record keeping. Records are the property of the YMCA and are not to be removed from YMCA property without consent of the client and Wellness Director.
6. Assume responsibility for marketing and selling personal training sessions/packages.
7. Teach weight room etiquette including: wiping down equipment after usage, re-racking weights, sharing of equipment, not sitting on machines between sets, etc.
8. Notify supervisor of nonfunctioning equipment. Equipment not working properly should have an 'out of order' sign on it to prevent usage. Report unsafe and unsatisfactory conditions to supervisor.
9. It is your responsibility to put equipment back and keep facility organized and well maintained. Take pride in the facility.
10. Cross sell other YMCA programs by asking questions, listening, and getting to know the individual in order to match interests to programs and classes.
11. Complete an incident report for injuries, confrontations, or other situations immediately after they have occurred. Turn in report to your supervisor within 24 hours of the event.
12. Know and enforce facility rules.

13. Attend all scheduled staff meetings and YMCA training events.
14. Display the principles of Honesty, Caring, Respect, and Responsibility in working with those around you.
15. Participate in Jumpstart coaching for the purposes of member retention and client procurement.

**Wages:** Part Time. Hourly \$15-\$22.

**Include:** Cover letter, resume, three professional references.

**Contact:** Jon Greene, Wellness Director, [jongreene@ymcaoflansing.org](mailto:jongreene@ymcaoflansing.org)