

# Job Description

**Position:** Personal Trainer Coordinator

**Overall Responsibility:** Assist Fitness Centers Manager in the coordination and supervision of the personal trainer program

## Specific Functions:

1. Contact and set-up initial interview with clients. At this initial interview, the personal trainer will go over the client's health history, exercise goals, preferences and assign them to a trainer.
2. Provide overall exercise guidelines for the personal trainers.
3. Create and demonstrate a safe and effective exercise program for members of the fitness center when needed.
4. Maintain professional standards among clients. These standards include punctuality, proper attire and the creation and maintenance of a friendly, safe and motivating training relationship.
5. Monitor all personal trainers to constantly strive for excellence by being a positive role model and information source.
6. Complete all necessary documentation in a timely manner.
7. Assist in the coordination of yearly Bench Press Championships, Health and Wellness Week and other potential health related programs.
8. Attend all mandatory staff meetings.
9. Assist in teaching personal training course and continuing education courses.
10. Be an active member in the Fitness Centers Advisory Committee.

## Qualifications:

Must maintain a 2.4 G.P.A  
CPR certification  
Successful completion of Personal Training Course  
At least one semester of active personal training

## Hours:

Office hours will be established between the two personal coordinators. Evening and weekend hours may be required.

**Wage:** 8.50 per hour.

