

# Job Description

**Position:** Personal Trainer Coordinator

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

## Specific Functions:

- Contact and set-up initial interview with clients. Initial interview consist of client's health history, exercise goals, preferences and trainer assignment.
- Provide overall exercise guidelines for the personal trainers.
- Create and demonstrate a safe and effective exercise program for members of the fitness center when needed.
- Maintain professional standards among clients. These standards include punctuality, proper attire and the creation and maintenance of a friendly, safe and motivating training relationship.
- Monitor all personal trainers to constantly strive for excellence by being a positive role model and information source.
- Complete all necessary documentation in a timely manner.
- Assist in the coordination of annual programs
- Attend all weekly staff meetings.
- Assist in teaching personal training course and continuing education courses.
- Attend additional training a week prior to classes beginning in August

## Qualifications:

- Must maintain a 2.4 G.P.A
- CPR certification (will be provided)
- Successful completion of Personal Training Course
- 2 semesters of service as a personal trainer
- Strong interpersonal and communication skills
- Leadership, decision-making, confrontation and problem solving skills
- Personal commitment to fitness and wellness

**Hours:** The total work time is at least 10 hours/week. Office hours will be established between the two personal coordinators. Evening and weekend hours will be required.

**Performance Appraisal:** Feedback is ongoing. If a situation arises that needs attention, it will be addressed promptly and a time for desired change will be established.

**Wage:** The rate of pay is (minimum wage + \$0.50) per hour with free membership to the Fitness Centers.

