



YMCA of the Metro North – Melrose Branch

Job Description

Position Title: Personal Trainer

Position Type: Non-Exempt

POSITION SUMMARY:

This position is primarily responsible for educating, instructing, and training members in safe and correct principles of health and fitness.

ESSENTIAL RESPONSIBILITIES/PRINCIPLE ACTIVITIES:

1. Provide excellent member service by exceeding member expectations.
2. Engage in active listening with members in order to build relationships, understand individual's goals and interests, and take the initiative to assist in the achievement of those goals.
3. Educate members on current fitness principles and research findings.
4. Design personal exercise training programs, including programs for persons with special needs if necessary.
5. Review member's programs regularly, provide feedback, and follow up.
6. Educate members in the proper use of cardiovascular equipment and help them select the appropriate training program and level (i.e. target heart rate calculation).
7. Teach members the principles and correct techniques of strength training including equipment and free weights.
8. Consult with members about physical fitness and related topics.
9. Provide individual supervision and encouragement during training sessions.
10. Attend scheduled Fitness staff meetings and participate in training seminars
11. Carry out other related responsibilities as assigned.
12. Remain current in required and voluntary training in order to promote growth of mind and spirit and character values for all.

EDUCATION AND EXPERIENCE:

- ◆ Must be knowledgeable of anatomy, physiology, and basic exercise principles.
- ◆ Must hold a personal training certification from a nationally recognized certifying body.
- ◆ Must hold a CPR/AED certification.



REQUIRED TRAINING/CERTIFICATIONS:

- ◆ Redwoods Institute
 - Child Sexual Abuse Prevention
 - Appropriate Touch
- ◆ CPR and First Aid
- ◆ A Personal Training certification from a nationally recognized certifying body such as AFFA, ACE, ACSM, NASM or similar.

YMCA COMPETENCIES:

- *Mission Advancement*: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.
- *Collaboration*: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- *Operational Effectiveness*: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.
- *Personal Growth*: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.
- Interested candidate should forward their resumes to Bernadette Farrell, Healthy Living Director at bfarrell@metronorthymca.org