



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Job Title: **Certified Personal Trainer**

FLSA Status: Non-exempt

Status: P/T

Reports to: Director of Operations

Department: Wellness

Revision Date:

Position Summary

This position supports the work of the Y, a leading nonprofit charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The YMCA of the Palm Beaches serves others by intentionally welcoming, connecting, and supporting them and inviting them to get involved and give back to the community.

Essential Functions

- Design and implement individual fitness programs for members concentrating on current fitness levels and fitness goals.
- Maintain written documentation of each member's fitness program.
- Communicate promptly and effectively with members.
- Display a professional image through conduct and appearance.
- Maintain a positive attitude towards members and co-workers.
- Seek member feedback continuously.
- Accurately record member-training sessions for payroll purposes.
- Attend all staff meeting and in-service training programs as implemented by the Department Leader.
- Perform other duties as assigned by management.
- Maintain certifications as required.

Job Requirements

- To be successful, the candidate must meet some education, training and experience requirements and must be able to demonstrate some critical knowledge, skills, and physical abilities.
- The incumbent must demonstrate a personal commitment to the mission of the YMCA.
- Excellent communications skills, both written and verbal.

- Excellent interpersonal skills, ability to interact with individuals at all levels.
- This position requires good organizational and human relations skills, ability to adapt to changing environment, and knowledge of YMCA operational procedures, policies and programs.
- The incumbent must possess a broad range of knowledge and education in the health and wellness industry.
- This position requires a current national certification (ACSM, NSCA, NASM or ACE) and CPR/AED certification. A related health/wellness degree is desirable.

YMCA COMPETENCIES (LEADER):

- *Mission and Community Oriented:* Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them.
- *People Oriented:* Seeks first to understand the other person's point of view and remain calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- *Results Oriented:* Strives to meet or exceed goals and deliver a high-value experience for members. Embraces new approaches and discovers ideas to create a better member experience. Makes sound judgments, and transfers learning from one situation to another. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Supports fundraising. Follows budgeting policies and procedures and reports all financial irregularities immediately.
- *Personal Development Oriented:* Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process.