



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: **Certified Personal Trainer**

Status: P/T

Reports to: Health and Wellness Coordinator

Department: Health and Wellness

Revision Date: 9/8/2020

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Health and Wellness Coordinator, the Health and Wellness Coach will assist in overseeing the day to day operations of the Health and Wellness Center (HWC). The Health and Wellness Coach will be mission leaders of our policies and programs related to the health and wellness department and the organization. Effectively builds a healthy culture with the team and community.

ESSENTIAL FUNCTIONS:

1. Provide finalized availability to the coordinator in a timely fashion to include but not limited to: Health and Wellness Center, Livestrong, Kinetix, Homeschool Fit for Kids, StayStrong, Beyond Limits, Rock Steady Boxing, Cardiac Rehab, Personal Training, and Special Programs by the **15th of month**.
2. Provide leadership for program development and wellness center operations at 20th Avenue, Downtown, and Oshkosh Corporation.
3. Reserve appropriate rooms for use and communicate with program coordinators/directors regarding usage before program begins.
4. Promote, teach and/or expand fitness programs including but not limited to: Cardiac Rehab, Rock Steady Boxing, Home School Fit for Kids, Fitness Testing, Personal Training, StayStrong, Kinetix, LIVESTRONG, Corporate Wellness, Oshkosh Corporation, and other Special Programs.
5. Provide and schedule HWC orientations and schedule appointments for fitness consultations.
6. Maintain at least **one health and wellness shift per month and one weekend shift per month**.
7. Sell personal training sessions and provide coaching to members.
8. Provide detailed S.O.A.P. notes and exercise programming.
9. Submit S.O.A.P. notes and programming before the end of the day to Mindbody.
10. Allocate personal training sessions within two business days to customers account.
11. Assist Health and Wellness Coordinator with marketing and building fitness content for social media platforms. Help communicate marketing and program details to membership and director staff. (when appropriate)
12. Assist members as needed.
13. Build relationships daily and create a culture of philanthropy by using names and initiating conversations with all members, staff, volunteers and guests.
14. Clean and maintain fitness equipment in wellness centers.

OSHKOSH COMMUNITY YMCA

www.oshkoshymca.org

Our Mission: To put Christian principles into practice by through programs that build Spirit, Mind and Body for all.



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15. Perform light equipment maintenance. If extensive maintenance is required call appropriate service agency.
16. Report any needs to the Health and Wellness Coordinator regarding training, policy changes, Jack's Maintenance, etc.
17. Maintain all required certifications.
18. Perform Building Duty responsibilities as scheduled.
19. Be familiar with the fitness areas and programs of both YMCA locations to provide continuity to our membership.
20. Be actively involved in the Annual Campaign.
21. Actively provide leadership and a positive attitude on a daily basis. (Culture Fit)
22. Assist Health and Wellness Director with special events as needed.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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.

QUALIFICATIONS:

Required certifications: CPR, First Aid, AED, national certification (ACE, ACSM, NSCA, NASM) in personal training.

1. Certification in Personal Training (ACE, ACSM, NASM, NSCA)
2. Bachelors Degree Preferred in fitness/wellness related field.
3. At least one year of experience in the health and wellness industry.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

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- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Ability to conduct classes and activities.
- Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____