



YMCA

We build strong kids,  
strong families, strong communities.

**Santa Anita Family YMCA**  
501 S. Mountain Avenue  
Monrovia, CA 91016  
(626) 359-9244  
(626) 359-9247 – fax  
[www.safymca.org](http://www.safymca.org)

JOB TITLE: **PERSONAL FITNESS TRAINER**

**JOB PURPOSE:** INSTRUCT, TRAIN AND COACH PARTICIPANTS/MEMBERS  
by providing information, motivation and modeling to assist participants/members in reaching their goals safely.

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Reports to: Wellness Director

Date of Description Approval: 2007

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#### GENERAL FUNCTIONS

- ◆ The Personal Fitness Trainer is responsible to orient and instruct members/participants with the use of strength training and cardiovascular equipment; providing education and motivation to reach and maintain a healthy lifestyle. *All programs and materials must be managed in accordance with the mission and policies as set forth in the strategic plan, the Personnel Policies Manual and other policies as may be formulated.*

#### EDUCATIONAL/CERTIFICATION REQUIREMENTS

- ◆ A High School Diploma/GED or equivalent experience and/or training
- ◆ Personal Trainer certification by a nationally recognized fitness organization.
- ◆ Specific certification(s) as may be required for specialization instruction/classes.
- ◆ Adult, Child, Infant CPR; First Aid and AED
- ◆ Background Check Clearance.
- ◆ Drug Test Clearance.

#### EXPERIENCE REQUIREMENTS

- ◆ A minimum of 2 years strength training experience.
- ◆ A fundamental understanding of the YMCA philosophy and practices.
- ◆ Commitment to character development and the YMCA mission.
- ◆ Technical skills in physical activities and specialized fitness programs and equipment.
- ◆ Effective organizational and development skills as related to strength and fitness programming.
- ◆ Knowledge of conducting fitness evaluations; taking blood pressure and administering medical releases and informed consent forms (preferred).
- ◆ Exceptional problem-solving and communication skills
- ◆ Solid interpersonal and verbal/writing proficiency.
- ◆ Highly-motivated and creative.
- ◆ Ability to work with all ages.
- ◆ Membership sales experience.

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## PRINCIPAL ACTIVITIES

- ◆ Responsible for reporting to work on time; adhering to appropriate dress code for position and department of responsibility.
- ◆ Actively participates in fundraising efforts by promoting YMCA interests and benefits to donors throughout the community; providing support and guidance for staff and volunteers to reach Annual Campaign goal.
- ◆ Responsible for conducting fitness evaluations to include blood pressure and heart-rate testing and weight analysis; providing needs assessment and goal-setting objectives.
- ◆ Design training programs specific to member needs. Responsible for reaching monthly personal training goals
- ◆ Provides factual feedback to members pertinent to establish goals.
- ◆ Responsible to coach and motivate through workout program following YMCA certification guidelines.
- ◆ Protects participants and employees by adhering to health and safety policies and procedures.
- ◆ Ensures operation and maintenance of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; advising supervisor of repair needs.
- ◆ Promotes maximum independence by selecting and constructing workout program according to participants' physical capacity, intelligence level and interest.
- ◆ Evaluates and documents results of programs by observing, noting and evaluating participant's progress; recommending and implementing adjustments and modifications.
- ◆ Meets participant's goals and needs and provides quality assistance by assessing and interpreting evaluations and test results; determining workout plans in conjunction with physicians or by prescription.
- ◆ Maintains participant's confidence and protects the YMCA operations by keeping information confidential.
- ◆ Responsible, as part of a staff team, for YMCA membership, program and facility development as directed.
- ◆ Responsible for assisting with maintenance of personal fitness training historical files, keeping information accurate, complete, updated and confidential; updating the supervisor with concerns.
- ◆ Enhances supervisor's effectiveness by providing information and support; accepting responsibility as assigned.
- ◆ Accountable for attending all staff meetings.
- ◆ Responsible for knowing emergency procedures; performing lifesaving techniques; activating emergency medical system; documenting accident/incident reports.
- ◆ Maintains professional and technical knowledge by attending education workshops and in-service training sessions; reviewing professional publications; establishing personal networks; participating in professional societies.
- ◆ Performs other duties and responsibilities; completing additional projects as required.
- ◆ *contributes to overall team effort by accomplishing related results as needed; abiding by all policies and procedures.*