

## **Job Description – Personal Trainer**

**Supervisor:** Assistant Director of Fitness & Wellness & Graduate Assistant of Fitness & Wellness

### **Job summary:**

Texas State Campus Recreation is seeking enthusiastic individuals to prescribe safe and effective workouts to a diverse population. Safety is the #1 priority. The Personal Trainer is responsible for providing a positive workout experience through safe and effective fitness guidance and instruction to all clients served. This includes designing exercise programs for clients of all levels and abilities, providing modifications when necessary, and educating patrons on appropriate fitness principles and techniques. Safety is the #1 priority. The Personal Trainer reports to the Coordinator of Fitness & Wellness and the Graduate Assistant.

### **Qualifications:**

- **A national Personal Trainer certification (ACE, NASM, NSCA, ACSM, etc.) and CPR/First Aid/AED, is REQUIRED for this position.**
- Must maintain a Personal Trainer certification through a nationally recognized organization (ACE, NASM, NSCA, ACSM, etc.) prior to employment
- Must complete a Student Worker Safety Training
- Must have strong knowledge of exercise physiology, anatomy, and kinesiology
- Must have knowledge in exercise programming and design as well as injury prevention and rehabilitation
- Must have full understanding of proper use of all fitness equipment and machines

### **Specific duties & responsibilities:**

- Plan, prepare and lead safe and effective personal training sessions, fitness assessments and equipment orientations
- Actively promote personal training to acquire new clients and retain existing clientele
- Attend at least one continuing education opportunity and/or attend an in-service each semester
- Be knowledgeable of all emergency procedures and current with emergency response protocol
- Communicate with supervisor about scheduling client reassessments
- Conduct fitness assessments and assist clients in establishing SMART fitness goals
- Contact clients and set up initial meeting and sessions in a timely manner (within 24-48 hours of being contacted taking on clients)
- Develop safe and effective, client-specific exercise programs
- Ensure that a safe and healthy environment exists for exercising
- Maintain and update client paperwork on a daily and weekly basis
- Deduct sessions on Fusion, keep track of all remaining sessions, and remind clients to purchase additional sessions when necessary
- Maintain the personal training equipment and office space
- Perform other reasonably related duties assigned to you by the supervisor(s).
- Promote and maintain a friendly, safe, and motivating training relationship with clients
- Promote positive behaviors that value health, physical ability, and life-long wellness
- Provide accurate information about programs and services we offer
- Provide exceptional customer service by ensuring clients' needs are met and by handling any complaints/concerns quickly and effectively

- Report any equipment/facility issues to the Assistant Director and/or Graduate Assistant as soon as possible
- When using equipment, behind the front desk for training sessions, request from a membership team student employee.

**Expectations:**

- Be ON TIME and actively participate in all meetings, in-services, and training sessions
- Communicate and respond to emails by the requested deadline
- Enforce and comply with all facility/program policies, rules, and regulations
- Maintain a high level of professionalism including proper attire, personal hygiene, and a positive attitude
- Maintain the qualifications, certifications, trainings, and continuing education credits required for position
- Maintain written records of every session to be kept in client's file
- Record all hours worked in SAP
- Respect your co-workers, supervisors, clients, patrons, and yourself
- Show up to all sessions on time (at least 10 minutes prior) and prepare workouts in advance
- Train at least two clients at all times unless prior arrangements have been made with Assistant Director or Graduate Assistant
- Utilize Microsoft teams-Shifts for scheduling preferences and checking for continuing education opportunities, meetings, FIT for HIRE or tabling shifts.
- No promotion of outside employment that is a conflict of interest with your current position at TXST Student Recreation Center is allowed
- Dishonorable content/representations of Campus Recreation on personal social media accounts will not tolerated

**Other:**

In accordance with the Student Affairs Division/Campus Recreation Office Strategic Plan, other duties as assigned.

Texas State University will not discriminate against any person (or exclude any person from participating in or receiving the benefits of any of its activities or programs) on any basis prohibited by law, including race, color, age, national origin, religion, sex or disability, veterans' status or on the basis of sexual orientation.