



Position Description: Personal Trainer/Fitness Coach

The following provides a detailed description for the position of Personal Trainer/Fitness Coach. Actual duties performed may vary slightly.

General Position Description

The position of Personal Trainer/Fitness Coach is responsible providing customized programming and coaching that includes but not limited to motivation, education, and guidance on proper nutrition, conditioning, resistance training, mobility, and recovery to help the client/athlete develop to the best of their ability.

Responsibilities of the Position

- Provide excellent customer service to all members, guests, and patients (clients) of Performance Health & Fitness.
- Conducts service appointments with clients which include but not limited to equipment and facility orientations, fitness assessments/consultations, individual training sessions, small group training sessions, and team training sessions.
- Consults with clients and coaches to determine and define training needs and formulate appropriate programming to achieve desired outcome.
- Implements appropriate training with clients, regularly assesses clients on desired outcome, and adjusts programming to achieve desired outcome when necessary.
- Continually coaches and monitors all clients to ensure all safety protocol is being followed to prevent injury.
- Refers clients to the appropriate professional (physician, therapist, dietitian, etc.) when necessary.
- Maintains a personal health and fitness lifestyle consistent with company guidelines.
- Achieves monthly training production targets established by the Director of Training Services and assumes responsibility for the development of marketing and sales skills.
- Works closely with the Member Services department on maintaining positive relationships with clients.
- Maintains current information on club background, philosophy, facilities, and procedures.
- Has a thorough knowledge of, adheres to and enforces department and company policies and procedures.
- Educate and encourage clients on how they can achieve a healthy and active lifestyle.
- Prepares for, attends, and participates in all scheduled meetings as directed by the Director of Training Services and General Manager.
- Successfully completes training and educational courses as required.

Responsibilities of all Positions

- Maintains a positive relationship with all parties of Performance Health & Fitness (owners, employees, customers, and vendors) while assisting all in achieving common goals.
- Support and articulate the Company mission statement
- Adhere to company policies and procedures
- Ensure cleanliness of the club using all 5 senses:
 - Sight to ensure club is neat and orderly



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- Sound to ensure music/ sound levels are appropriate
- Touch to ensure floors, countertops, etc. are clean and dry
- Taste to ensure food & beverages in the café are up-to-standards
- Smell to ensure the club is fresh and odor free

Required Skills & Prerequisites

Education

- 2-year degree in related health or science field required with 4-year degree in exercise science or related field preferred.

Experience

- 2 years of experience or education in the field of health and fitness is required.
- 1+ years of training and coaching experience preferred.

Licenses / Certifications / Registrations

- Must hold a training certification from at least one of the following NCCA accredited organizations:
 - National Strength and Conditioning Association (**NSCA**)
 - American College of Sports Medicine (**ACSM**)
 - National Academy of Sports Medicine (**NASM**)
 - American Council on Exercise (**ACE**)
- Current CPR certification.
- Current AED certification.
- All C.E.U.'s and certifications must be kept current

Additional Skills

- Excellent sales, communication and customer service skills.
- Achieve acceptable level of serviced appointments per month.
- Basic computer and mobile technology skills.
- Must be willing to obtain certifications as defined by company policy.
- Excellent communication and customer service skills.
- Experience in designing and implementing fitness regimens.

Assigned Hours

- Must be flexible, early mornings and evenings as required to serve clientele. Full-time, 40+ hours per week.

NOTE: All duties and requirements stated above are essential functions. This job description in no way implies that these are the only duties to be performed by the staff occupying this position. Staff members may be required to perform other job-related duties by their supervisor.