



**Stonebrae
Sports & Activities Department
Job Description**

Job Title:	Fitness Trainer
Department:	Sport & Activities
Reports To:	Sport & Activities Director
FLSA Status:	Part Time hourly, non-exempt

SUMMARY

Responsible for developing individual exercise programs to support members in meeting their personal fitness and exercise goals, instruct and assist members on exercise equipment, and continually monitor members' needs and progress. The ultimate result is to increase membership retention through members' success with Stonebrae's Fitness Programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Meet monthly production goals.
- Aid to promote fitness programs as well as implementing your own new and creative ideas.
- Conduct and or participate in a monthly in house fitness event.
- The Fitness Trainer is responsible for maintaining scheduling of new referred member of Fitness Programs.
- Maintain an updated PT file which includes tracking sheets, health history and Data Sheet.
- Maintain an organized filing system for new and existing personal training clients.
- Make a minimum of 15 phone calls per week with members who have not used their complimentary fitness evaluation, in addition follow-up phone calls with all new and referred members on a regular basis or as needed.
- Work as a team member within the Sport & Activities Department to provide a high level of service to members, inspiration and leadership to staff.
- Monitor fitness center for safety, compliance with gym rules, and reporting any needed repairs or maintenance to the Sport & Activities Director.
- Maintain quality of individual PT programs by on-going assessment and evaluation.
- Submit proper and accurate payroll to the Sport & Activities Director.
- Adhere and manage employment practices through the use of Human Resources Guide and Employee Handbook.
- Must attend all Sport & Activities staff meetings.
- Allocate time appropriately among the facility to an agreed upon monthly schedule approved by Sport & Activities Director.

TIME MANAGEMENT

- Check messages before and after shift.
- Update daily schedule at beginning of shift weekly, schedules are required to be three weeks out.
- Keep an updated list of personal and staff clientele to maintain updated client information
- Ensure Bio is complete and ready for submission within 30 days of employment and update as changes occur.

QUALIFICATIONS

- Bachelor's degree, two-year degree or equivalent experience in physical education.
- Basic writing, numerical skills and excellent communication skills.
- National certification must be obtained within first 6 months of employment (National certifications include the following: ACSM, ACE, AFAA, NASM, NSCA and ISSA)
- Current CPR and AED certification, responsible for keeping these certifications current. First-aid certification encouraged.
- Experience in developing and implementing programs.
- Experience in marketing and selling services.
- On-going continuing education.
- Knowledge of weight management principles, cardiovascular and strength exercise prescription, ACSM guidelines for fitness assessment testing.
- Must be friendly, outgoing, inspirational, motivational, enthusiastic, and adhere to the "Stonebrae Lifestyle".