**Personal Trainer Position Description**

**Purpose**
This position is responsible for providing personalized training sessions to help clients reach specific goals. Personal Trainers will need to have experience conducting fitness assessments and know how to design and implement progressive training sessions. Outstanding time management and customer service skills are also desired.

**Level 1 Personal Trainer Job Requirements**
- Currently enrolled student at the University of Nevada Las Vegas
- Successfully complete in-house training demonstrating skills and knowledge required by fitness program
- Must be CPR/AED certified within the first 30 days of employment

**Level 2 Personal Trainer Job Requirements**
- Currently enrolled student at the University of Nevada Las Vegas
- Maintain nationally accredited Personal Training certification
- Must be CPR/AED certified within the first 30 days of employment
- Position requires ability to lift, push, and move equipment approximately 45 pounds in weight

**Physical Requirements**
- Position requires ability to lift, push, and move equipment approximately 45 pounds in weight
- Position require being on your feet and walking

**Desired Skills and Experience**
- Personal Training experience preferred but not required
- Organization skills and ability to maintain a neat presentation of the fitness floors
- Possess an enthusiastic, passionate, friendly and ambitious personality.
- Conduct fitness consultations and assessments.
- Monitoring and educating client during workout sessions.
- Ensure safe and effective use of equipment.
- Strong interpersonal and communication skills
- Meeting active clients by managing time and meeting set schedules

**Duties and Responsibilities include, but are not limited to:**
- Protect the safety and well-being of each client, while providing the best customer service possible
- Provide clients with the safest and most effective wellness program to help them achieve their fitness goals
- Greet clients warmly and enthusiastically to create and maintain an atmosphere that cultivates long-term participation
- Create customized workout programs based on initial client goals, assessing progress periodically, and modifying workout programs to progress to reach goals
- Perform physiological assessments/functional movement screenings as directed/needed
• Enter and update appointment statuses and packages daily on Appointment Plus software in order to track each client’s number of sessions
• Receive daily communications about potential clients and weekly area updates and respond within established timeframe
• Seek to increase retention rates and foster client satisfaction and loyalty through service and promotion
• Inspire and motivate each client to achieve his or her individual fitness goals
• Ensure the gym equipment is in good working condition and report issues to your supervisor promptly
• Attend all mandatory in-services and trainings
• Communicate work availability to supervisors each semester
• Understand warm-up and cool-down period with activating/stretching of all involved major muscle groups
• Understand training principles, progressions, adaptations, and basic human anatomy and physiology in order to create effective wellness programs for clients
• Demonstrate the proper use of exercise equipment in the fitness center
• Understand and adapt to work with populations at all fitness levels
• Demonstrate and educate clients on proper body mechanics, contraindications, progressions and modifications
• Coordinate emergency and evacuation procedures that include care for injured, initiation of emergency action plan, notification of appropriate university personnel and community authorities, and completion of paperwork
• Arrive early for client sessions, dressed in provided uniforms, presenting a professional appearance and enthusiastic attitude
• Follow procedures set forth in the employee handbook, as well as all departmental and university policies

Job Expectations:
• Ensure the gym equipment is in good working condition and report issues to your supervisor promptly
• Attend all mandatory in-services and trainings
• Communicate work availability to supervisors each semester
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Criteria for Success
• Ability to display a positive attitude for all patrons and CRS staff.
• Ability to establish meaningful relationships.
• Ability to plan and organize to overcome any obstacles.
• Ability to prioritize tasks, manage time and balance professional and personal commitments.
• Ability to follow policies and procedure, arrive prepared and on time for work and consistently demonstrate service excellence.
• Ability to maintain personal wellness in making lifelong healthy choices and continuing to learn to meet ones physical, nutritional and emotional needs.
• Ability to assess a situation and make well informed decisions independently.
• Ability to positively promote UNLV and CRS to peers/patrons and take initiative to be involved throughout campus.
• Ability to modify exercises pertaining to the different fitness levels of all clients.

Evaluations will be based on self, peer, and supervisory.

Transferrable Skills:
• Communication and Listening Skills
• Problem Solving and Critical Thinking
• Working Independently and with a Team
• Working with a Diverse Constituency
• Professional Development
• Organizational Skills
• Time/Self-Management
• Customer Service
• Health & Wellness

Pay Rate: Based on certification level
Minimum Hours: 5-20 hour per week