



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Winona Family YMCA

Job Title: **Personal Trainer**

Job Code: 502

FLSA Status: Non-Exempt

Job Grade: 4

Reports to: Fitness & Wellness Coordinator

Revision Date: 10/2013, 4/2018

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### POSITION SUMMARY:

Provides specialized advanced individual or small group guidance through a unique fitness plan tailored to the registered participants specific goals. Provides a safe, enjoyable, and positive environment that promotes member wellness and engagement in accordance with YMCA policies and procedures. Assists members in determining achievable goals through advanced fitness plans. Educates and empowers members to measure their results and track progress.

### ESSENTIAL FUNCTIONS:

1. Evaluates participant's objectives and creates a fitness plan to address their areas of concern.
2. Demonstrates and guides members in understanding the safe and proper way to utilize fitness center equipment. Supervises participants and ensures safe and proper form through the progression of their fitness plan.
3. Supports members in developing and achieving their goals related to healthy living. Maintains working knowledge of wellness and trends to provide effective information and support to members.
4. Builds effective, authentic relationships with members; helps members connect with each other and the YMCA.
5. Participates in special events and member experience enhancement programs as required.
6. Keeps accurate individual assessment and plan records.
7. Attends staff meetings and trainings as scheduled.
8. Follows all YMCA policies, rules, regulation and procedures, including emergency safety procedures. Completes incident and accident reports as necessary.
9. Maintains and secures program equipment and supplies. Reports damaged equipment or facility safety concerns.
10. Maintains confidentiality of member medical information.

### YMCA COMPETENCIES (Leader):

- **Change Leadership:** Facilitates, co-creates, and implements equitable change for the good of the organization and/or community.
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit.
- **Philanthropy:** Secures resources and support to advance the Y's work.
- **Volunteerism:** Engages volunteers and promotes social responsibility at all levels of the

organization.

- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community.
- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.
- **Fiscal Management:** Manages the Y's resources responsibly and sustains the Y's nonprofit business model.
- **Functional Expertise:** Executes superior technical skills for the role.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community.
- **Program/Project Management:** Ensures program or project goals are met and intended impact occurs.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential.
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

#### QUALIFICATIONS:

1. Certifications: current CPR & AED
2. Certification in areas of expertise and must be NCCA accredited.
3. At least one year of nutrition, fitness training, athletic training or related experience.

#### PHYSICAL DEMANDS:

1. Ability to demonstrate proper utilization of fitness center equipment.
2. Ability to instruct and observe participants.
3. Ability to type, manipulate small objects (such as paperclips).

#### SIGNATURE:

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's Name (please print)

\_\_\_\_\_  
Employee's Signature

Today's Date: \_\_\_\_\_