



WALLA WALLA YMCA Position Description

Position: Certified Personal Trainer
Reports To: Wellness Director
Benefits: YMCA Membership & Paid Sick Time

Updated: September 2023
Status: Part Time / Non-Exempt
Wage: \$18.00-\$20.00 hour DOE

Position Summary:

Under the direction of the Wellness Director, performs client assessments, personal training sessions, youth jumpstarts and group exercise classes. Ensures that Health & Safety protocols are being followed at all times.

Essential Functions:

1. Performs client assessments, personal training sessions, small group training, youth jumpstarts and fit start in accordance to YMCA protocol.
2. Keeps detailed records of personal training client records such as payments, sessions completed, sessions remaining and client intake paperwork.
3. Demonstrates safe and effective use of all Wellness Center equipment in accordance with manufacturer recommendations.
4. Clears area of safety hazards, and reports maintenance needs to the Wellness Director.
5. Sets up and put away all equipment and materials and reports any problems or needs to Wellness Director.
6. Represents the YMCA at health fairs and other community events as directed.
7. Assists and supports the development and implementation of community fitness programs.
8. Builds positive and professional relationships with members, program participants and other staff members.
9. Adheres to all YMCA policies and procedures related to Health and Safety, conduct, rules and other regulations.
10. Performs all other assigned duties.

Qualifications:

1. High School Degree or equivalent
2. NCCA Personal Trainer Certification
3. CPR; First Aid; AED certification and Bloodborne Pathogens/HIV training.
 - For employees that do not already possess these certifications, trainings will be provided by the department upon hire. Must be completed within 90 days of hire.
4. Attention to detail.
5. Good communication and customer service skills.
6. Prefer previous experience with and understanding of diverse populations.

Effect on End Result:

- Provides a safe and clean fitness experience to program participants and members, while enhancing the image of the YMCA in the community.
- Promotes greater understanding of the YMCA and its mission and goals.
- Provides clients with ongoing availability of services, programs and leadership in the wellness area in an effort to help the Walla Walla YMCA achieve higher levels of membership retention.

Physical Demands:

Sufficient strength, agility, and mobility are required to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

YMCA Competencies:

Mission Advancement: Demonstrates a desire to serve others. Responds to requests, inquiries, equipment use concerns, and forwards complaints to management in a timely fashion to ensure that member input is addressed adequately. Seeks out and uses member and community feedback to improve programs and services. Knows and supports the achievement of healthy living goals of every member he or she engages.

Collaboration: Develops and maintains mutually beneficial relationships with volunteers, members, and colleagues at all levels of the organization. Proactively assists others in meeting goals by sharing information and resources. Puts the good of the organization ahead of personal gain. Welcomes opportunities to work in small communities (i.e., committees, groups, teams).

Operational Effectiveness: Learns from experience and applies what is learned to different situations. Identifies and utilizes new and appropriate courses of action when encountering obstacles or problems. Makes sound decisions and judgments based on input from others, data, and feedback. Takes personal responsibility for decisions and the likely implications of behavior.

Personal Growth: Continuously works at developing functional competencies and operational skills. Continually pursues and applies new and more efficient ways to complete tasks. Takes advantage of informal learning opportunities; listens and observes to gain new insight. Seeks to expand capabilities, skills, and knowledge.

This position description does not include every duty required of the employee, but serves as a general listing of expectations. This description does not constitute a contract for employment and may be changed at any time at the discretion of the employer.

The YMCA is an Equal Opportunity Employer committed to strengthening communities to effect lasting, meaningful change. The execution of our mission requires substantial engagement of our entire community and is only attainable when diversity and inclusion are core to our planning, programming, staffing, messaging, organizational structure and partnerships.

We are committed to recruiting, developing and retaining diverse talent from the entry level to the Executive level. We also understand the need to have systems in place and ongoing cultural competence training to ensure that all people feel a sense of belonging and safety in order to excel in their contribution. We aim to address the services we provide and the suppliers and community partnerships we seek and support through a diversity and inclusion lens. We will know that it is working when the most marginalized groups are thriving as an integral part of the organization.