



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** Personal Trainer

**FLSA:** Non-exempt – Part-time

**Work Schedule:** Schedule will vary based on clients schedule

**Reports To:** Health & Wellness Director

**Work Location:** Manlius YMCA

**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, healthy living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the supervision of the Health & Wellness Director, the Personal Trainer will assist in ensuring that the members of the YMCA of Greater Syracuse receive the appropriate guidance in their pursuit to achieve their health and wellness goals. The Personal Trainer is responsible for creating a safe and enjoyable exercise experience in the Health & Wellness Center of the YMCA of Greater Syracuse. To achieve this environment, the Personal Training must deliver safe and effective exercise programs, enforce all wellness program policies and ensure that member needs are met through constant attention to detail. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, and respect and responsibility.

**YMCA Health & Wellness Department Quality Service Theme:**

By encouraging healthy lifestyles, we make a positive difference in people's lives.

**Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

**Deliver and lead a safe & effective Exercise program(s):**

- Expected to maintain and keep all certifications current when instructing at the YMCA.
- Maintain all YMCA character values and regulations in and out of the Wellness Center.
- Will design safe and effective training programs based on member goals, following standards and guidelines set forth by the American College of Sports Medicine.
- Obtain approval of all personal training clients with the Department Director before meeting with clients. Once approved, meet with clients for initial interview.
- Continually strive to obtain the most recent Health and Wellness Industry information and/or studies.
- Maintain a written attendance record for all training sessions with each client.
- Demonstrated ability to relate to and work with people of diverse backgrounds and work cooperatively with all staff.
- Responsible for maintaining an appointment schedule and communicating any changes to that schedule with the client and Department Director

**Maintain a safe environment:**

- Review all policies outlined in the procedure manual regarding emergency procedures relating to injury or illness of a member.
- Know and enforce all Health & Wellness program policies, procedures and rules in a consistent, fair and firm manner.
- Supervise all Health & Wellness Center activities while on duty.
- Ensures a safe, effective and motivating exercise plan for clients, respond to incidents, accidents and emergencies appropriately, calmly and professionally.
- Protect the organization and the members from harm or suit.
- While on duty and not otherwise engaged with a member, circulate the Health & Wellness Center every 15-minutes.
- Never perform personal functions while on duty i.e. any type of phone call to include texting, writing, reading, exercising, talking to friends or other employees. Remember you are here to train your client.
- Report emergency maintenance needs immediately to the maintenance department.
- Record and report any faulty equipment and/or lapse in maintenance. Process work request form and forward to Maintenance department and Department Director.
- Follow Health & Wellness rules on and off duty.
- Frequently familiarize yourself with Personal Training Instructor Manual.
- Administer proper CPR/AED in accordance with training and facility procedures.

**Maintain a pleasant and professional Health & Wellness environment:**

- Contribute to the success of the Health and Wellness program; be on time for all appointments, and be prepared to conduct a safe and enjoyable program with your client.
- Conform to all dress codes as provided by the Department Director.
- Work with fellow staff members and treat them with respect and always talk of them in a positive manner, supporting one another.
- Ensure that the needs of all members are met through constant attention to detail.
- Be flexible and adaptable in order to accommodate members' needs and wants.
- Be able to answer members' questions, concerns, and complaints in a timely and courteous manner.
- Communicate and educate in a knowledgeable and professional manner.
- Respond to change and requests within the Health & Wellness Department with flexibility ensuring efficient operation.
- Demonstrate teamwork and organization by communicating problems or constructive criticism to the Department Director at the end of your class.
- Assist with inside and outside promotions as they relate to the Health & Wellness program.
- Support and assist newly hired personal trainer instructors.
- Attend all mandatory in-house trainings and meetings.
- Maintain basic knowledge of other program offerings to help serve member's needs.
- Other duties as assigned by Supervisor.

**Experience and Education:**

- High School Diploma or GED equivalent.
- Experience in a health and wellness related field preferred.

**Relationship Building Skills:**

- Make members feel comfortable and at ease.
- Be open, friendly and approachable to members.
- Seek to learn members' names and welcome them personally.
- Initiate interaction with and between members, recognize when members are not using the facility and contact them.
- Ask members if there is any way we can help, listen to members' suggestions – be empathic and show interest in their concerns.
- Ask about their goals, progress and satisfaction.
- Introduce members to other members and staff.
- Be passionate about impacting and transforming the health and well being of members and our community.

**Qualifications:**

- Must be at least 18 years old to work in the Wellness Department.
- Demonstrate leadership skills in an outgoing, friendly, assertive, professional and mature manner.
- Demonstrate a sincere desire to improve the health and wellness of YMCA Health and Wellness program, staff and program participants.
- Ability to lead and motivate others.
- Ability to effectively communicate information on YMCA of Greater Syracuse program components to members.
- Demonstrates excellent planning and organizational skills, ability to handle multiple projects simultaneously.
- Effective interpersonal and communication (oral and written) skills, as well as the ability to build and maintain positive relationships with Members, Directors, Staff and Vendors.
- Refrain from diagnosing injuries, offering medical advice and dispensing or endorsing any and all commercial health products.
- Exceptional interpersonal and customer service skills.
- Must be willing to work flexible hours, including some weekends and holidays.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must hold and maintain current CPR, AED, and O2 First Aid certifications or successfully complete no later than 30-days after employment begins.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must attend and complete YMCA Youth Protection training, Activate America and Quality Service Training within the first 90-days of employment.
- Must complete the following online Health & Wellness trainings within the first 90-days of employment:
  - Orientation to Healthy Living at the Y
  - Foundations of Listen First
  - Principles of Member Health & Wellness
  - Wellness Center At The Y
- Must attend and complete YMCA Healthy Lifestyle Principles within the first 6-months of employment.
- Must hold and maintain an active certification while instructing Personal Training at the YMCA. This certification can be a National certification (MSCA, ACSM, ACE, NASM, NETA, or ISSA) in personal training instruction, or YMCA Foundations of Strength and Conditioning Instruction.

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve in involve members, participants, internal customers and others.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
- Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

**Effect on End Results:**

Successful implementation of the program will result in quality Health and Wellness programs that meet or exceed the needs of our members and the community at large.

**Physical Demands:**

Hear noises and distress signals in a Health & Wellness environment with background noise and perform all needed rescues skills. Operate alone as a Personal Training Instructor without other instructors for support. Project voice across Health & Wellness Center area. Ability to frequently stand, sit, walk, talk, hear, swim, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb a minimum of two flights of stairs (approximately every ½ hour), lift/move and carry approximately 40 pounds, spot members lifting weight in excess of 50 pounds and use hands and fingers. Ability to occasionally run in case of an emergency. Specific vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Work is normally performed in a typical YMCA facility environment. At times, the employee may be exposed to situations where injuries may occur. Frequently exposed to loud noise and background music. Occasionally exposed to outdoor weather conditions in conducting certain Health & Wellness programs. Frequently exposed to OSHA approved cleaning solutions.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to Apply:**

Interested candidates should respond to Erin Coelho, Health and Wellness Director Coach at (315) 692-4777, ext. 210 or email their application to [ecoelho@syracuseymca.org](mailto:ecoelho@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than October 25, 2017.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.