

**Associated Students, CSULB
Position Description**

Position Title: Personal Trainer
Division: University Student Union
Department: ASI Recreation
Reports To: Fitness Coordinator
FLSA Classification: Non-Exempt
Payroll Classification: Part-Time, Student Assistant – Level B
Assignment Duration: Year-Round (12 mos.) Partial Year (10/12 plan or 11/12 plan)
 Academic Year (Fall/Spring) Program Specific (duration of program)
Approved Date: March 16, 2016

GENERAL STATEMENT

Under the supervision of the Fitness Coordinator, the Personal Trainer will provide personal training services for the Fitness Department. Responsibilities include teaching and modeling appropriate forms of exercise instruction for participants of all ages and fitness levels. Personal trainers are expected to adhere to teaching methods and modalities accepted as safe and appropriate by ASI Recreation and industry professionals that ASI Recreation promotes.

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

1. Performing Fitness Assessments to all clients upon request.
2. Scheduling 2-6 hours/week of Facility Orientation/Floor Attendant hours.
3. Conduct private personal training for clients, following protocols as accepted and provided by the Department of ASI Recreation.
4. Maintain complete client files and tracking sheets.
5. Ensure client's safety by performing health risk assessments, demonstrating safe and correct form for exercises, modifying exercise intensity levels, and appropriately warming up/cooling down.
6. Model, promote, and consistently enforce ASI Recreation policies.
7. Maintain all certifications and written and oral communication with other student staff, supervisors, and administrative staff.
8. Respond to injuries and assist in immediate first aid and proper emergency procedures.
9. Provide a welcoming, inclusive environment for staff and participants.
10. Attend staff meetings and trainings.
11. Perform other duties as assigned.

MINIMUM QUALIFICATIONS

Minimum of one year progressive experience in a university or related fitness setting.

Education and Experience

Currently holds minimum certification in one or more of the following entities: ACSM, NSCA, ACE, AFAA, NASM or reasonable substitute. Must be certified in First Aid, CPR & AED. Kinesiology majors are preferred but not required.

Knowledge and Abilities

Successful candidate will possess knowledge of recreation and fitness activities and the ability to connect well with students. Must be willing to work with an ethnically and culturally diverse group of student staff and volunteers. Exceptional customer skills, dependability and punctuality are a must. Must possess enhanced leadership skills and be able to work in a diverse environment.

Other Qualifications

Concurrent enrollment in six or more units at CSULB.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is occasionally required to sit at a desk or computer workstation and use hands and fingers to key data, sort documents, and file paperwork. The employee is frequently required to stand and be able to talk or hear in interactions with others. The employee is occasionally required to walk to other offices within the building and around the campus. The employee must be able to lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that must be met by an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

I acknowledge receipt of the foregoing Position Description and understand that I am accountable for the performance of the Essential Duties and Responsibilities contained therein.

Employee's Signature _____ Date _____

I acknowledge receipt of the foregoing Position Description and approve it as an accurate representation of the Essential Duties and Responsibilities of the position, as well as its Minimum Qualifications, Physical Demands and Work Environment.

Supervisor's Signature _____ Date _____