**Department of Recreational Sports**

**Personal Trainer**

The Department of Recreational Sports at Oregon State University is committed to achieving excellence through cultural diversity and actively encourages applications from women, persons of color, and individuals from other underrepresented groups. Interview questions will be developed based on the information in this job description. This position is available to individuals that demonstrate exceptional leadership skills, understanding of risk management and have maintained clean and positive employee files.

Department of Recreational Sports Mission Statement:

We strengthen the University by providing quality recreational and educational opportunities that foster healthy living.

Definition and Purpose:

The Personal Trainer reports to the Coordinator of Fitness Education and Services and is responsible for conducting personal training sessions (one-on-one, partner and small group) and conducting fitness assessments. Personal Trainer also provides fitness orientations and general education to students, members and guests around proper use of weight and cardio equipment and fitness area use policies. The Personal Trainer assists with the preventive maintenance and cleaning of fitness equipment including reporting maintenance or safety concerns.

Department of Recreational Sports Employee Expectations:

* Model, promote, and consistently enforce policies for the Department of Recreational Sports.
* Maintain written and oral communication with other staff members, supervisors and administrative staff.
* Maintain required certifications.
* Attend orientations sessions, staff meetings, and in-service trainings.
* Maintain and promote a safe and fun environment for all participants and staff.
* Provide quality customer service to all patrons.

Position Duties and Responsibilities:

* Design and implement a balanced individual, partner, or small group exercise programs in alignment with physician consent for exercise participation form, risk factor assessment, and follow national guidelines for healthy exercise programs.
* Demonstrate and educate clients on the proper use of fitness equipment.
* Organize and maintain detailed and accurate records of client information including completing all necessary paperwork.
* Maintain a high level of confidentiality in working with clients and members.
* Promote and deliver 30-minute fitness orientations.
* Conduct fitness assessments during drop-in Body Comp days and one-on-one scheduled assessment appointments.
* Promote and educate participants on safe technique and form when weight training and exercise activity throughout the facility.
* Emphasize, educate, monitor, and enforce department and fitness weight and cardio room policies and conduct with students, members, and guests.
* Educate students, members, and guests on fitness related topics.
* Support the organization and cleanness of Fitness Desk and fitness weight and cardio rooms.
* Report fitness cardio and weight equipment maintenance and safety issues through Maintrac.
* Attend and participate in staff meetings and trainings.
* Provide ongoing evaluation and recommendations for Fitness Program.
* Execute emergency procedures and provide First Aid and CPR assistance.
* Assist with other department activities as assigned.

Required Work Experience:

* Successful completion of Personal Trainer Prep Class or in-house training.
* Successful completion of nationally accredited personal training certification.

Preferred Work and Extracurricular Experience:

* Previous or concurrent experience as a Fitness Center Representative
* Commitment to personal and professional development, student development and leadership.
* Ability to provide positive customer service, conflict resolution, and problem solving skills.
* Awareness of safety concerns and risk management.
* Awareness and appreciation of individual uniqueness and diversity.
* Excellent oral and written communication skills.

Preferred Work and Extracurricular Experience Continued:

* Kinesiology majors preferred.

Education:

Must be a currently enrolled system/non-system student.

Certifications:

* First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications will be required before employment begins.
* Must maintain current nationally accredited personal training certification including necessary continuing education.

Period of Employment:

One academic year (contingent employment is dependent upon satisfactory completion of a 30 day probationary period and satisfactory job performance as evaluated by immediate supervisor). 10-20 hours per week. Early morning, late night and weekend hours may be required.

Compensation:

Student employees are paid an hourly wage consistent with the OSU Student Employment Pay Rate Guidelines. The Department of Recreational Sports identifies pay ranges base upon job duties, level of responsibility and complexity of the work to be performed.