Program Area: Fitness Training
Position: Personal Trainer

Mission Statement
We create engaging environments for student growth and success. We inspire healthy living by providing quality recreational and educational opportunities for the Oregon State University community.

Employee Expectations
• Know Your Stuff: Learn, model, promote and consistently enforce policies for the Department of Recreational Sports
• Communicate Like a Pro: Professionally and proactively communicate with your teammates, supervisors and administrative staff
• Stay Sharp: Maintain required certifications and attend orientation sessions, staff meetings and Director’s Retreat as directed
• Seek Solutions: Provide quality customer service to all patrons and search for a “path to yes” when possible and aligned with mission
• Deliver a Positive Experience: Maintain and promote a safe and fun environment for all participants and staff
• Engage & Grow: Participate in the On-Ramp career readiness program while developing transferable skills with a “growth mindset”

Definition and Purpose: The Personal Trainer reports to the Personal Training Services Coordinator and is responsible for conducting personal training sessions (one-on-one, partner and small group) and conducting fitness assessments. Personal Trainers also provide general education to students, members and guests around proper use of weight and cardio equipment and fitness area use policies.

Position Details, 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.
• Supervision of Fitness Training Associates’ exercise programming and delivery
• 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 cleanliness 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.

Minimum Requirements
• Successful completion of NCCA personal training certification.
• Must be a currently enrolled OSU student and/or an enrolled student in OSU’s Degree Partnership Program
• Must meet OSU student employment eligibility requirements including being degree-seeking and maintain minimum credit amounts
• First Aid, CPR/AED for the Healthcare Provider and DRS Bloodborne Pathogens certifications is required before employment begins
Preferred Work and Extracurricular Experience

- Successful completion of Personal Trainer Prep Class II
- 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.
- Kinesiology related academic majors
- Professional, dedicated, energetic and enjoy working with a variety of people and environments
- Strong role models, able to articulate the values of Recreational Sports to the University and carry out its mission and vision
- Committed to the ideals of professional and high quality operations of all facilities and programs within the Department of Rec Sports
- Possess excellent staff leadership skills, are able to motivate staff to achieve their best, have superb conflict resolution and public relations skills and respond quickly and effectively in emergency situations
- Reliable, self-motivated, have exceptional work ethic, display excellent communication skills and work well with minimum supervision

Period of Employment: One academic year (continuing employment is contingent 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.

The Department of Recreational Sports at Oregon State University commits to achieve excellence through cultural diversity and actively encourage applications from all genders, persons of color, and individuals from underrepresented groups. Interview questions will be developed based on the information in this position description. All job offers are contingent upon Human Resources final approval.