

GORDON COLLEGE

Position Description

Title: Part- time Personal Trainer / Wellness Coach

Function: Under the supervision of the Wellness Director and working approximately 20-25 hours per week, serves the comprehensive goals of the Center for Balance, Mobility, and Wellness (CBMW) and the needs of its members and clients in a professional manner consistent with the Center's mission and with the College's institutional Christian values. The Personal Trainer / Wellness Coach will work one-on-one, semi-privately and in class settings with members and program participants, helping them develop a healthy body, mind and spirit as they meet their fitness/wellness goals. Utilizing fitness/wellness knowledge and experience creating wellness programs for the 50+ year old population, the incumbent will act as "fitness/wellness expert" for CBMW members, patients and clients.

Description of Duties and Tasks:

Essential Responsibilities:

1. Build relationships with CBMW members, patients, students, clients, program participants, guests, community organizations
2. Work directly with clients, members, and patients to help them identify and achieve their fitness/wellness goals
3. Manage a portfolio of Personal Training clients and track training packages; must acquire and maintain at least 20 "training" appointments per week on monthly average OR as directed. A training appointment is defined as a One-on-One training session, a group wellness class, or a grant underwritten class or outreach program
4. Build relationships with CBMW members, patients, students, clients, program participants, guests, community organizations
5. Work with CBMW direct care members, through program implementation and management, assessment, and program co-design; oversee program progression, regression, and documentation. Lead facility tours for prospective members as needed/required
6. Teach cutting edge, evidence-based wellness classes as assigned for the 50+ population
7. Perform wellness assessments/re-checks and member intake/patient transition appointments, creating baseline data and tracking assessment results over time
8. Maintain professional competence and up-to-date knowledge in the field of health and wellness through nationally recognized CEC providers
9. Assist in the maintenance of a clean, safe facility, including daily cleaning and light maintenance of facility; shared laundry responsibilities
10. Assist the Wellness Director with light administrative tasks as directed, including but not limited to account management, billing, scheduling, member stewardship, member engagement, recruitment and satisfaction tasks/initiatives membership reports and marketing
11. Maintain professional appearance and attitude
12. All other duties as directed or required for the overall success of the Center and College

Required Knowledge, Skills and Abilities:

In order to fully perform the above functions, an individual must possess the following knowledge, skills and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Current nationally recognized personal training certification (NCCA accredited) or four-year Bachelor's degree in the field with the ability to obtain a nationally recognized training certification within 3 months of hire. An existing national certification is preferred.
2. Current certification in First Aid and CPR
3. Ability and desire to work in a collaborative manner and to be open to input and feedback from colleagues
4. Effective and clear communication skills, particularly with staff team members and in daily interaction with members and clients
5. General/basic knowledge of computer systems including Microsoft Office Suite and database management systems such as MindBody, Daxco, EZ Facility
6. Commitment to a positive, compassionate workplace culture as well as maintaining the ethos of empathetic care that the Center has become known for

Preferred Knowledge, Skills and Abilities:

1. Documented experience as a certified personal trainer or Exercise Physiologist. Experience working with older adults, individuals with disabilities and/or individuals with neurological disorders.
2. At least 400 hours of practical training/wellness programming experience

Position Code: BAL-PTFIT

Grade: 4

FLSA Status: Non-exempt

Hiring Range: \$18 - \$25 commensurate with experience

In our Christ-centered community, faculty and staff affirm the College's [Statement of Faith](#) as an expression of their own theological convictions and agree to work within Gordon's [community standards](#) to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God.