

## **GORDON COLLEGE**

### ***Position Description***

**Title:** **Lead Personal Trainer** (Certified Personal Trainer (CPT)), Center for Balance, Mobility and Wellness (CBMW), (full time)

**Function:** Under the direction of the Wellness Director, serve the comprehensive goals of the Center 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 Lead CPT 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 CPT will act as "fitness/wellness expert" for CBMW members, patients, and clients.

### **Description of Duties and Tasks:**

#### **Essential Responsibilities:**

1. Builds relationships with CBMW members, patients, students, clients, program participants, guests, community organizations.
2. Works 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 including ~30 "training" appointments per week on monthly average. A training appointment is defined as a One-on-One training session, a group wellness class, a grant underwritten class or outreach program or any type of wellness assessment/onboarding appointment.
4. Teach cutting edge, evidence-based wellness classes as assigned for the 50+ population.
5. Perform wellness assessments/re-checks and member intake/patient transition appointments, creating baseline data and tracking assessment results over time.
6. Maintain professional competence and up to date knowledge in the field of health and wellness through nationally recognized CEC providers.
7. Light administrative duties, which may include but are not limited to schedule management, assistance with CBMW wellness social media presence, aspects of client account management, payment processing, class marketing, administration, and registration setup; training session tracking, purchases etc.
8. Assist in the maintenance of a clean, safe facility, including daily cleaning and light maintenance of facility, shared laundry responsibilities.
9. Always maintain a professional appearance and attitude.
10. All other duties as directed or required for the overall success of the department and organization.

### **Required Knowledge, Skills and Abilities:**

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. Must be a good steward of the centers' resources (including use of time and finances) and be committed to contributing to a positive, compassionate workplace culture as well as maintaining the ethos of empathetic care that the center has become known for.
2. Must actively pursue relational reconciliation where needed and be open to the restoration that comes from saying "I'm sorry."
3. Must be a minimum of 18 years of age.
4. Must possess and maintain CPR, First Aid Certification
5. Must have current nationally recognized personal training certification (NCCA accredited) and a four-year bachelor's degree in the field.
6. Possess the ability and desire to work in a collaborative manner and to be open to input and feedback from colleagues
7. Possess effective and clear communication skills, particularly with staff team members and in daily interaction with members and clients.
8. Ability to think creatively, autonomously, and non-linearly when appropriate.
9. General/basic knowledge of computer systems including Microsoft Office Suite and database management systems such as MindBody, Daxco, EZ Facility or the like.
10. Experience with and an appreciation for working with older adults in both a health and fitness setting.

**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. Preferred candidates will have at least 400 hours of practical training/wellness programming experience.
3. Experience in a healthcare setting or physical therapy setting will be helpful to the candidate.

Position Code: BAL-LEADTRAIN

Grade: 4

FLSA Status: Non-exempt