ON-CAMPUS JOB DESCRIPTION
2012-2013

Job Title: Personal Trainer
Hourly Pay Rate: $10.00 + Dependent upon Experience
Department: University Recreation
Contact Person: Shayne Wittkopp
Phone Number: 963-3517
Location: SUB/REC Center, Room 175

Need 1-2 students to work 10-15 hours per week. Open to all students
*Prefer Work-Study

Duties and Responsibilities:

- Conduct initial consultation meeting with each client prior to training sessions
- Responsible for maintaining accurate and complete client records
- Responsible for tracking client progress and keeping accurate and legible records
- Maintain trainer/client confidentiality
- Develop and create a personalized exercise program for each client relative to his/her needs, abilities, and personal goals
- Provide clients with knowledge in health and fitness according to national industry guidelines (ACSM)
- Provide clients with support, motivation, and expertise
- Provide clients with knowledge so they can progress toward an independent routine
- Conduct body composition and fitness assessments

Minimum Qualifications / Skills Needed:

- **Current certification by ACSM, NSCA, AFAA, ACE, or equivalent**
- Current certification in CPR for Adult, AED; Standard First Aid (American Red Cross)
- Customer service skills that help resolve conflicts in a professional manner
- Ability to uphold departmental policies in stressful situations
- Ability to represent the department in a professional manner including appropriate dress, appearance, and conduct
- Ability to recognize risks and implement departmental risk management procedures
- Excellent verbal and written communication skills
- Knowledge of departmental policies and procedures
• Knowledge of departmental risk management and emergency procedure training as developed and required
• Preferred experience in Movement Studies (Kinesiology), Health and Fitness Teaching, Athletic Training, or related major

**Physical Demands:**

Personal Trainers must be able to stand for extended periods of time, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 45 pounds repeatedly, at or above waist height and demonstrate proper technique for exercises.

**Why do you need this position?**
Provides assistance in providing personal training services for participants.

**What educational benefits will the student gain from this position?**
Student will gain experience supervising a collegiate Strength training facility and equipment. Student will also gain experience in program development, interpersonal communication, and management skills.

**Notes:**
How to Apply: You can download the application for this and other positions online at www.cwu.edu/~rec. If interested in this specific position please e-mail your application to Shayne Wittkop at wittkopps@cwu.edu or deliver completed application to the Student Recreation Center room 175.

*Always accepting work-study applications.*

**Length of Employment:**

**Academic Year: Fall, Winter, Spring, Summer**