

**Position Title:** Personal Trainer

**Status:** Student Part-time/Hourly

**Location:** California State University East Bay, Hayward, CA

**Reports To:** Fitness Programs Coordinator

### **Position Description**

Under the direction of the Director and/or the Associate Director, University Unions (UU) and Recreation and Wellness (RAW), the Group Fitness Instructor is responsible for leading Group Fitness classes and promoting the Group Fitness program at the Recreation and Wellness Center.

Additionally, Group Exercise Instructors;

- Engages in student professional development through the enhancement of the Do *Well-Being* You (U) Principles of Leadership Model including problem solving, communication, teamwork, and a commitment to the member experience;
- Assists with creating a culture of sustainability for the department and campus community by helping to fashion a more just, humane, and sustainable world;
- Upholds policies, procedures, and environmental strategies to minimize risk and enhance the general safety of users and employees.

### **Essential Duties and Responsibilities**

1. Administrative
  - Regular attendance to scheduled staff meetings and quarterly All RWUU meetings.
  - Keep detailed and accurate records of client information and maintain client confidentiality.
  - Ensure proper check-in of clients for each Personal Training session.
  - Report all injuries, vandalism, equipment needs, and problems immediately
  - Daily completion of end-of-shift reports, logs, and/or program area specific documentation.
2. Personal Training
  - Discuss health and fitness goal setting, aid in setting realistic goals, and inspire each participant to reach his/her goals.
  - Maintain weekly drop-in hours to engage members.
  - Develop and facilitate personalized exercise programs that meet the needs of the client and may include elements such as physical fitness, nutrition, cardiovascular training, and weight training.
  - Enforce Fitness Center, RAW Center, and University policies.
3. Outreach Event
  - Participate in RWUU outreach events promoting personal training
  - Assist with development and implementation of programs (RAW Records, workshops, etc.)
  - Provide collaborative support of other RWUU programs, signature events.
4. Miscellaneous
  - Maintain personal trainer certifications; including CPR/AED and First Aid

- Engagement in RWUU strategic committees and/or event planning groups.
- Other duties as assigned.

### **Required Qualifications**

- Currently enrolled CSU East Bay student (minimum 6 units for undergraduate students; 4 units for graduate students).
- Minimum of one nationally recognized Personal Trainer certification (i.e. AFAA, ACE, NASM ACSM)
- Current CPR/AED and First Aid Certification

### **Preferred Qualifications**

- Previous Personal Training experience
- Experience working with diverse populations
- Outstanding customer service and interpersonal skills.
- Strong communication and leadership skills