



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Personal Trainer**

FLSA Status: **Part Time, Non-Exempt**

Reports to: **Health & Wellness Coordinator**

Department Supervisor: **Brandy Fisher, Health & Wellness Coordinator**

Revision Date: August 2025

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Personal Trainer at the Tri-cities family YMCA provides coordinated, targeted, quality training and maintains a supportive, positive atmosphere that welcomes and respects all individuals.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL OVERALL FUNCTIONS

1. Supports members, participants, or project teams in achieving their goals. Serves as resource for staff in all matters relating to their training expertise.
2. Develops and teaches content appropriate to the course description and level; develops appropriate tools necessary to offer quality training; provides feedback to participants and proper instruction in use of support materials.
3. Prepares for training activities including preparing plans, organizing relative equipment, etc. May be required to set-up and break-down materials and equipment used for instruction.
4. Facilitates learning through instruction, webinars, and virtual and blended learning; incorporates a variety of presentation methods and applications to accommodate adult learning styles.
5. Listens with the intent to understand the perspective of others by using appropriate communications methods, including open-ended questions. Manages environment and adapts instructional style depending on the audience.
6. Provides a safe caring environment for all participants; enforces all general policies if applicable; completes any necessary reports and forms (e.g., attendance records, certifications).
7. Makes recommendations to managers regarding participants' overall learning experience, including follow-up study materials.
8. Supports departmental initiatives and identifies ways to enhance learning effectiveness.
9. Other duties deemed necessary as assigned by the Health & Wellness Coordinator.

QUALIFICATIONS

1. High school diploma or GED preferred.
2. Current certification to be an instructor in discipline desired to instruct. Credentialing as required by state law for course to be taught or administered. Proof of certification and/or credentials required.

3. Previous experience providing instructions, training others or other related experience preferred.
4. Ability to communicate related material in a clear and understandable manner.
5. Ability to teach effectively in different learning environments
6. Basic computer/typing skills and demonstrated ability to utilize standard office software.
7. Ability to use online, web-based technology for related training documents and for regular communication.
8. Required to be completed in the first 30 days of employment:
 - a. Basic life support or professional rescuer CPR/AED, first aid, and emergency oxygen administration
 - b. Child abuse prevention training
9. Must be available to work a flexible schedule including weekends.

LEADERSHIP COMPETENCIES:

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings. Outdoor area surrounding the Tri-Cities Family YMCA, including but not limited to: Mulligans Hollow, Imagination Station, Duncan Woods, and Grand Haven State Park. Exposure to outdoor elements, such as summer and winter temperatures is required.

HEALTH AND SAFETY REQUIREMENTS

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- Sufficient strength, agility and mobility to perform essential functions of position to supervise program activities.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.