Recreational Sports & Fitness
Job Description for Fitness Staff - Personal Trainers

**Job description:** Be present on the fitness floor to help facilitate a fun, safe and welcoming environment for patrons at Marga Hosaeus Fitness Center. Provide personal training services to clientele of all fitness levels of the MSU community (students, faculty, staff, and retirees). Help clients achieve their fitness goals while adhering to training methods that are accepted as safe and appropriate in campus recreation and industry standards.

**Major Duties and Responsibilities for Personal Trainers:**

1. Assist patrons within the Fitness Center:
   a. Ensure safety and correct improper use of exercise/equipment – be present on the fitness floor
   b. Excellent Customer Service – we are the face of the facility
   c. Establish relationships – be approachable and available
2. Conduct personal training sessions for individuals or small groups following protocols accepted by RSF and industry standards.
   a. Help motivate and educate clients on health and fitness related to their goals
   b. Follow proper procedures and protocols lined out by the PFS Director: payment procedures, Goal Assessment/HHQ, paperwork, documentation
   c. Maintain complete client files and tracking sheets
3. Lead Special Programs (i.e. bootcamps) for groups of patrons and educational fitness workshops
4. Perform fitness assessments: body composition, blood pressure, ROM, HR Response testing
5. Promote Personal Fitness
   a. Provide free Goal Assessments
   b. Promotional tables on our services
   c. Be present and available on the fitness floor and fitstaff counter upstairs
6. Be present at the fitstaff counter upstairs for answering questions and watching the fitness floors
7. Functional Training Room (FTR): Learn, implement, and enforce FTR guidelines/procedures as well as develop working knowledge of safety/technique of common lifts and usage of the equipment in the FTR
8. Walkthroughs of the fitness center (entire fitness center including Functional Training Room, Climbing wall, upstairs, and indoor track)
9. Organize equipment and fitness floor toys when you do not have a client
10. Other duties assigned by PFS Director or PFS Assistant Director

**Personal Trainer Lead roles:**

A trainer may be assigned to a “lead” role within our fitness staff team. May include duties such as:
a. Continuing Education Lead – work with PFS Director and Assistant to organize (and possibly lead) staff training to remain current with the research and knowledge of the fitness industry
b. Special Programs Lead – work with PFS supervisor to organize special fitness programs throughout the semester and communicate with current trainers to run the programs.
c. Fitstaff Assistant /Intern Lead – communicate with fitstaff assistant leads to create and help lead orientations of our facility and use of equipment. Work with interns mentoring and educating them on the industry.
d. PFS blog, articles, and newsletter Lead – work with PFS supervisor to organize and run our blog schedule, articles around the fitness center, and a PFS newsletter.

**Position Requirements**

- Current Personal Training Certification of a major national association (NSCA, ACSM, AFAA, NASM, ACE)
- Highly preferred traits: Professionalism, personable, good communicator, reliable and accountable.
- CPR/First Aid current certification (required within 1 month of starting to work at RSF).
- RSF fitness staff shirt and nametag must be worn while on shift. No jeans (except Fridays or weekends), no sweatpants, no pajama pants. Please wear professional looking fitness pants, shorts, khakis. No hats except Fridays or weekends.
- Attendance for all scheduled shifts is required. If you are going to miss a shift due to illness or extenuating circumstances, please contact the PFS Director regarding a replacement for your shift. Please contact your clients that may be affected by your absence.
- Regularly scheduled staff meetings are mandatory
- You will receive regularly scheduled performance reviews on your job performance.
- Remember: EVERYTHING SPEAKS – everything you do (or don’t do) for this job matters!
- Please disclose any potential conflicts of interest. No personal business advertising at RSF or to our clients. Use of RSF equipment/resources for personal gain is not allowed. Any violations will result in termination from this position and department. Violations of these duties and position requirements could result in disciplinary action and/or termination.

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Please include the following information on your resume:
- What year of school you are in. (Freshman, sophomore, junior, senior, graduate.)
- If you have been awarded Work Study through Financial Aid.

Submit your resume to:
Abbey Holm, Assistant Director, Supervisor for Personal Fitness Services and Activity Classes for Credit
Abbey.holm@montana.edu