



**EASTERN MICHIGAN UNIVERSITY
STUDENT RECREATION
INTRAMURAL DEPARTMENT**

PERSONAL TRAINER

PAYRATE: \$20/session

BASIC FUNCTION

The Personal Trainer is responsible for developing and conducting safe, appropriate and enjoyable personal training sessions for a diverse population of Rec/IM clients.

REQUIREMENTS

Communication

- Interact positively with supervisors and coworkers
- Seek out answers to questions and communicate prior to any problems
- Take direction/criticism well and deliver direction/criticism effectively

Attitude

- Must work well with others
- Have a positive demeanor and treat all people as individuals

Customer Service

- Acknowledge and confirm customer's need(s)
- Maintain professional appearance and dress
- Represent EMU positively
- Seek out positive, intentional interactions with the patrons and coworkers
- Provide patrons with information, promptly and accurately
- SMILE

Performs Job Tasks

- Clearly understand job expectations
- Be able to report to the shift on time and report any shift adjustments in a timely manner
- Handle emergencies/crisis calmly and efficiently
- Be able to understand and perform all policies and procedures

DUTIES

- Meet Eastern Michigan University requirements for student employment on campus
- Learn, comprehend, and practice all fitness policies and regulations of the REC/IM
- Remain informed of new issues and concerns by reading information in direct emails
- Attend all posted mandatory training and staff meetings
- Honor contracted schedule of hours by adhering to all attendance policies, as stated in the REC/IM Student Employee Handbook
- Responsible for information in Student Employee Handbook
- Report to work 5 minutes before start of each session
- Agree to stay off personal cell phones and other electronics while on duty
- Coach an individual or small group of people while providing a safe environment for all participants
- Design appropriate exercise protocols for a diverse population

- Responsible for scheduling sessions and maintaining a consistent cancellation policy (for the trainer and the client)
- Responsible for managing client folder, including all associated paperwork
- Responsible for keeping track of client's sessions on pay sheets
- Perform other duties as assigned by Rec/IM fitness supervisory staff

SUPERVISION RECEIVED

Supervision is received from the Assistant Director and Graduate Assistant for Fitness Programs.

QUALIFICATIONS

- Must possess current Personal Training certification from a nationally recognized organization or be interested/planning to get certified
- Pursuing a degree in Exercise Science, HPHHP, SPFE or related field is preferred
- Able to respond to emergency situations appropriately and calmly
- Certified in Standard First Aid, Adult CPR/AED prior to first session
- Knowledgeable about the cardiovascular system and human anatomy including specific muscle groups
- Must be able to physically demonstrate all moves presented in fitness session
- Able to work days, evenings and weekends
- Able to advertise Rec/IM personal training services using flyers, emails, social media, etc.
- Able to communicate effectively, verbally and in writing
- Previous experience in dealing with people in a mature and responsible manner as well as establishing working relationships with other employees is encouraged
- Must display a friendly and enthusiastic personality
- Previous experience in quality customer service delivery encouraged