



JOB DESCRIPTION

Title: Personal Fitness Trainer

Reports to: Membership, Health & Wellness Manager

Position Summary

Under the supervision of the PVI Membership, Health & Wellness Manager at Little House, the Personal Fitness trainer's role is to assist in the overall success of the fitness/wellness program by providing safe effective workouts to the clients at Little House.

PVI Culture

PVI has a strong values-driven culture that supports its mission. The Personal Fitness Trainer is expected to model and set an example for other PVI employees to live our Core Values: Respect, Commitment, Trust, Dedication and Compassion as articulated in the PVI Culture Matrix (attached).

Major Areas of Responsibilities

- As a member of PVI staff, greet all members and guests to help create a warm and welcoming environment.
- Provide Fitness floor coverage as may be needed.
- Perform individual personal training sessions and encourage clients to achieve their fitness/wellness goals
- Report any equipment concerns to the Membership, Health & Wellness Manager
- Provide safe and effective workouts in either group settings or personal, one-on-one training sessions.
- Ability to deliver workshops and session-based classes on various fitness/wellness topics.
- Encourage member participation in other programs and services offered at Little House
- Ensures physician permission forms are up-to-date and on file.
- Provide participants and potential members with the latest information regarding programs and services offered at PVI.
- Be actively involved with increasing the membership and participation at Little House.



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Position Requirements

Skills Needed

- Personable, friendly, patient demeanor; ability to make people feel welcome/ comfortable.
- Effective interpersonal and listening skills with a customer service focus.
- Ability to communicate effectively to older adults.
- Problem-solving skills with an eye on customer satisfaction.
- Effective time management skills and ability to complete tasks with minimal supervision.
- Flexible, punctual and reliable.
- Proficient with a variety of technologies and social media platforms.
- Capable of training volunteers in an easily understood manner.
- CPR/AED and First Aid certifications required.

- Experience using Mindbody or other scheduling software.
- Ability to schedule and organize time in an efficient manner.
- Assess client needs and prescribe within scope of practice.

Experience and Education

- Preferred Bachelor's degree from an accredited 4-year college or University with a major in exercise science, kinesiology, or physical education.
- A current NCCA accredited certification (i.e., ACSM CPT, ACSM HFS, NSCA CPT, NSCA CSCS, NASM CPT, ACE, etc.) is required.

- Minimum of one year as a full time Personal Trainer Fitness Specialist preferred.
- Experience working with an aging population preferred

Physical Requirements

- Use of keyboard and computer monitor.
- Ability to twist, bend, reach, carry, lift up to 25 pounds.
- Ability to walk short distances as well as up and down stairs.



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Performance Expectations (Measurable Outcomes)

- As part of the Fitness team, assist the overall Membership, Health and Wellness Manager in maintaining an 80% rebooking of all current training clients.
- Obtain an 80% conversion rate for clients booking assessments to booking private one-on-one sessions.
- Keep daily client accounts up to date in Mindbody upon completion of session.
- Ensure that clients are rebooked upon completion of session packages.
- Maintain a minimum of 5 clients per week.
- Attend required PVI all staff meetings.
- PVI and client emails are responded to within 24 hours

Date of Employment: _____

Full Name (printed): _____

I have read and fully understand the roles, responsibilities, and expectations for this position.

Signature: _____

Supervisor Signature: _____