

CAMPUSREC

Personal Trainer

10-15 Hours/Week • \$23.38/Hour

4-6 Positions Available – Start Date: September 2025

We accept Federal Work Study Applicants, but not required

Campus Rec provides an inclusive environment where recreation and wellness opportunities inspire, empower and educate people to be positive contributors to the global community. We strive to create a healthy, happy and engaged Portland State community.

Campus Rec Personal Training helps clients realize their unique health and wellbeing goals in a fun and safe environment by creating rapport, providing coaching and support, and building client confidence. Trainers are committed to helping the PT program realize its vision to inspire the PSU community to pursue and enjoy an active and balanced lifestyle.

Supervisor: Jenna Siegel, Fitness Coordinator, jesiegel@pdx.edu

Duties and Responsibilities

- Develop and implement individualized training programs for a variety of clients- trainers are responsible for writing all programs. Sessions are primarily in person but may include virtual sessions (if offered).
- Work at least one Fitness Center shift per week, for at least the first term of employment (*only applies to new staff who've never worked in the rec).
- Provide a detailed introduction to weight and cardio areas.
- Demonstrate and coach clients on the proper use of cardiovascular and strength equipment, as well as proper form, safety and technique for bodyweight exercises.
- Responsible for appropriate use of all training related equipment.
- Discuss health and fitness goal setting, aid in setting realistic goals, and inspire each participant to reach their goals.
- Keep detailed and accurate records of client information, maintaining confidentiality when required.
- Independently manage your training schedule, including all scheduling communication with clients and ensuring accuracy of your Google Calendar.
- Provide reliable resources and contact information for clients as necessary.
- Educate clients on the policies and procedures of the Rec Center and uphold them during all sessions.
- Be knowledgeable about Campus Rec programs and serve as a resource to clients

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and participants.

- Be knowledgeable on Campus Rec mission, vision, values and implement the wellbeing principles into programming for clients.
- Maintain availability allowing for a minimum of 15 hours per week of training and 5+ clients.
- Report all injuries, vandalism, equipment needs and problems immediately to appropriate staff.
- Attend and actively participate in mandatory staff meetings and training sessions.
- Maintain regular communication with the Fitness Coordinator and/or Personal Training Student Coordinator.
- Handle other duties as assigned by the Fitness Coordinator and/or Personal Training Student Coordinator.
- Participate in at least one trainer lead community event per academic year.
- May be asked to contribute to the online presence of Campus Rec (ex: filming instructional workout videos).

Expectations

- Maintain good academic standing: Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate (*student applicants only*)
- Commitment to Campus Rec's mission, vision, values, and commitment to equity statements
- Function and communicate effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities, body sizes, abilities, and cultural backgrounds
- Present self in an approachable, friendly manner with a willingness to help a diverse range of clients
- Positive attitude and willingness to learn and grow as a trainer
- **Maintain current Personal Training certification including completing CECs/CEUs as required**

Working Conditions

- Typical Working Hours: Hours vary and are set based on trainer availability with supervisor approval. Must provide a minimum of 15 hours per week of consistent availability each term.
- Location of Work: 1800 SW 6th Ave, Portland, OR. Work primarily indoors in weight and cardio areas; may be in pool or outside depending on client needs. Virtual personal training (if offered) is performed remotely with clients via Zoom and requires space to facilitate and lead a virtual personal training session.
- Type of Work: Regular standing, walking, kneeling and crouching. Lifting weights and/or equipment in demonstration of usage to participants.
- Attire: Trainer shirt and nametag, closed toe shoes, athletic bottoms.

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Minimum Qualifications

- **Nationally recognized Personal Training Certification**
- Be in good academic standing: Minimum enrollment of 6 PSU credits for undergraduates, 5 PSU credits for graduates and minimum 2.0 grade point average undergrad and 3.0 graduate (*student applicants only*)
- Demonstrates alignment with [Campus Rec's Values](#) and/or [Commitment to Equity Statement](#)
- American Red Cross First Aid/CPR/AED certification within 30 days of hire for any employee who works within the Rec Center gated entrance and/or supervises activity areas or excursions. These certifications can be provided at no cost to you through Campus Rec.
- **Must successfully complete a background check.**
- **Must be available for in person training in August. Please contact Jenna Siegel at jesiegel@pdx.edu if you wish to apply and have a conflict with these training dates.**

Preferred Qualifications

- Strong interpersonal, communication, and leadership skills.
- Ability to work 3+ terms prior to graduation.
- Previous personal training experience.

Application Instructions

1. Complete our [Campus Rec Application](#), a **resume**, and a **one-page cover letter** describing your interest in the position and any related experience.
 - Visit the University Career Center's [Writing a Cover Letter webpage](#) for tips on how to write your cover letter
 - Visit the University Career Center's [Writing a Resume webpage](#) for tips on how to create a resume.
2. Email **application, resume, and cover letter** (and any supplemental materials) as **PDFs** to the [Campus Rec Jobs email](#) at crcjobs@pdx.edu and Jenna Siegel at jesiegel@pdx.edu with the subject line stating "Position Name, Last Name."
3. You will receive a confirmation email that we have received your application within one week.

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Program Assistant by phone at 503-725-2946 or [email Chiki Kwong](#) at ckwong@pdx.edu.

Performance reviews and evaluations are given annually for student employees. The process includes both a 30-minute review and written evaluation. Reviews are used as a professional development tool, to determine raises, to provide information for

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references, and can help determine corrective action regarding performance.

Performance evaluations are one of the processes of supervision, and are not intended to replace feedback received during ongoing conversations or the disciplinary process.

Portland State University is an Affirmative Action, Equal Opportunity Institution and welcomes applications from diverse candidates and candidates who support diversity.

Deadline for Submission: June 30, 2025 by 10pm