Personal Trainer
20 hours/week • $12.60/hour

Develop and lead one-on-one training sessions to members of the Rec Center.

DUTIES AND RESPONSIBILITIES

- Design and implement individual workout programs for a variety of clients
- Conduct fitness assessments
- Provide a detailed introduction to weight and cardio areas
- Demonstrate and coach clients on the proper use of cardiovascular and strength equipment
- Promote safe technique and form when training
- 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 his/her goals
- Keep detailed and accurate records of client information and maintain client confidentiality
- 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
- Work a minimum of one shift per week in the Fitness Center
- Maintain availability allowing for 20 hours per week of training
- Thoroughly complete all incident reports, report all injuries, vandalism, equipment needs and problems immediately to administrative staff
- Be knowledgeable about all Campus Rec programs and serve as a resource to clients and participants
- Uphold Campus Rec’s mission and values
- Attend and actively participate in all mandatory staff meetings and training sessions
- Maintain regular communication with the Fitness Coordinator/student supervisor
- Handle other duties as assigned by the Fitness Coordinator/student supervisor

EXPECTATIONS

- Ability to develop individualized training programs for clients on a regular basis
- Maintain current Personal Training certification including obtaining/complete CECs/CEUs as required
- Present self in approachable, friendly manner with a willingness to help a diverse range of users

TYPICAL WORKING HOURS

Hours vary; facility is open 7 days a week from approximately 6:00am to 11:00pm

WORKING CONDITIONS

- Work primarily indoors in weight and cardio areas; may be in pool or outside depending on client needs.
- Regularly standing, walking, kneeling and crouching
- May lift heavy weights / equipment in demonstration of usage to participants
- Appropriate clothing that allows participants to see proper form and alignment
MINIMUM QUALIFICATIONS

- **Nationally recognized Personal Training Certification**
- Maintain minimum enrollment (6 credits for undergraduates, 5 credits for graduates) for three out of four terms in the year
- Minimum 2.0 grade point average and maintain good academic standing during employment
- Commitment to Campus Rec's mission statement
- Positive attitude and willingness to learn and grow as a trainer
- American Red Cross standard first aid and CPR/AED for the professional rescuer certifications or obtain within 4 weeks of hire

PREFERRED QUALIFICATIONS

- Experience working with diverse populations
- Strong interpersonal, communication, and leadership skills
- Demonstrated positive customer service
- Community Health major
- Ability to work 3 terms prior to graduation
- Previous personal training experience

TO APPLY

2. See [http://www.pdx.edu/careers/writing-cover-letters](http://www.pdx.edu/careers/writing-cover-letters) for tips on how to write your cover letter.
3. Email application, cover letter, and supplemental information listed below to [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu) with the subject line *Application for Personal Trainer– last name*.

You will receive a confirmation email that we have received your application within one week of receipt.

Supplemental Information:

1. List name of certification* held and date of expiration. A copy of your certification will be required before hire.
2. List any/all previous training experience (if applicable). A resume outlining these qualifications can be submitted to meet these criteria.

* **Applicants must hold a Personal Training Certification from a nationally recognized organization (ACSM,NASM, ACE, etc.) by March 17, 2013 to be considered for hire.**

If you need accommodations in filling out this application, please contact the Campus Rec Administrative Suite at 503-725-5127 or [crecjobs@pdx.edu](mailto:crecjobs@pdx.edu).

DEADLINE FOR SUBMISSION: **Sunday, March 17, 2013 at 11:59pm**