



Campus Recreation

STATE UNIVERSITY OF NEW YORK AT OSWEGO

Student Employee Job Description

Position: Personal Trainer

Primary Function: The personal trainer leads participants through a safe and effective exercise program according to outlined policies, expectations, and responsibilities.

Job Duties and Responsibilities:

- Create and demonstrate safe and effective exercise programs for clients in a one-on-one environment.
- Communicate regularly with assigned clients to develop regular meeting times.
- Serve as a knowledgeable and responsible information source for all fitness center users.
- Properly complete and turn in all personal training related paperwork.
- Communicate regularly with personal trainer coordinator regarding any client specific issues.
- Respond appropriately to emergency situations involving their clients.
- Maintain confidentiality of client information.
- Assist with the delivery of fitness related special events, program, and marketing.
- Attend all staff meetings, trainings, and educational sessions.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

Qualifications:

- Must be a current SUNY Oswego student at time of employment.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).
- Successful completion of “Introduction to Personal Training” (HSC 232) and Personal Training Practicum (HSC 234).
- Must possess strong interpersonal and customer service skills.
- Must be respectable, responsible and a positive role model.
- Demonstrated commitment to wellness and fitness.

Terms of Employment

- The academic year constitutes a term of employment.
- The rate of pay is (minimum wage + \$0.50) (subject to change based on budgetary allocations).
- Employees are required to arrive to campus a few days before the start of the semester for staff training each semester.
- Personal Trainers may be required to work at both Fitness Centers, on weekends and evenings.
- Personal Trainers must maintain at least 6 hours/week of personal training (2-3 clients).
- Feedback will be ongoing. If a situation arises that needs attention it will be addressed promptly and a timeline for desired change will be established. In addition, employees will receive a midyear formal evaluation.
- Failure to meet the responsibilities of the position as stated in the operations manual may be grounds for personnel action (i.e., written warning, employment probation or termination).