



# Student Employee Job Description

**Position:** Personal Trainer Coordinator

**Principle Function:** The Personal Trainer Coordinator provides day to day oversight of the personal training program in conjunction with the Assistant Director of Fitness & Well-being.

### Job Duties and Responsibilities:

- Contact and set-up initial interviews with clients to collect their health history, exercise goals and preferences.
- Discuss client health history flags with Assistant Director of Fitness and Well-being.
- Assign clients to personal trainers and personal trainer interns.
- Monitor progress of the personal trainer/client experience.
- Collect and complete all necessary documentation in a timely manner.
- Assist in the coordination fitness and well-being related programs and outreach.
- Provide overall exercise guidelines for the personal trainers and personal trainer interns based on initial interview.
- Meet regularly with personal trainer interns to assist in their education and development.
- Maintain confidentiality of client health information, including management of files and paperwork.
- Create and demonstrate a safe and effective exercise program for fitness center users as needed.
- Attend all staff meetings, trainings, and educational sessions.
- Communicate regularly with departmental leadership and provide additional assistance when requested.

### Qualifications:

- Maintain an overall 2.4 GPA and be a current SUNY Oswego student for duration of employment.
- Possess a CPR/AED certification (will be offered through Campus Recreation during employment).
- Successful completion of HSC 232 (Introduction to Personal Training) and HSC 234 (Personal Training Practicum).
- Two semesters of service as a personal trainer (practicum experience may count).
- Must possess strong interpersonal and communication skills.
- Demonstrated skills in leadership, decision-making, confrontation management, and problem-solving.
- Demonstrated commitment to fitness and well-being.

### Terms of Employment:

- The academic year constitutes a term of employment.
- The rate of pay is minimum wage + \$1.00 (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.
- The total work time is at least 10 hours/week.
- Evening and weekend hours will be required. The primary workspace is Glimmerglass Fitness Center.
- 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).