



**TEXAS WOMAN'S**  
UNIVERSITY™

**DATE ISSUED:** 06/15  
**FLSA:** Non-Exempt  
**PTO:** COVS

## ***JOB DESCRIPTION***

### ***TITLE***

Personal Trainer

### ***JOB SUMMARY***

Provides individualized fitness instruction at TWU Fitness and Recreation. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### ***ORGANIZATIONAL RELATIONSHIPS***

*Reports to:* Fitness Facility Supervisor

*Supervises:* No supervisory responsibilities

### ***ESSENTIAL DUTIES - May include, but not limited to the following:***

- Instructs individuals and/or small groups based on preset health and fitness goals in a safe and effective manner using appropriate terminology, proper form and technique.
- Answers questions related to physical fitness.
- Prepares, evaluates and modifies workout routines using a wide range of exercises, motivational techniques and fitness-oriented goals in a way that best matches the participants involved.
- Provides written workouts to participants.
- Motivates participants to exercise.
- Keeps current with changes in the industry and with changes in the fitness center's clientele.
- Performs fitness assessments.
- Monitors and reports purchased and used sessions to Fitness Facility Supervisor.
- Attends mandatory meetings for training and center updates.
- Demonstrates personal training strategies and knowledge through practical and/or written assessments.
- Enforces TWU Fitness and Recreation's Policies and Procedures.

### **ADDITIONAL DUTIES**

- Helps to maintain fitness assessment files and makes sure medical clearances are being obtained when needed.
- Provides additional educational services as needed, including teaching non-credit educational classes and/or helping with other TWU health-related events.
- Performs other duties as requested.

### **EDUCATION**

High school diploma and/or equivalent preferred. Bachelors in related area and/or current nationally recognized certification in related area is highly preferred. Nationally recognized adult CPR, AED, and First Aid certification required.

### **EXPERIENCE**

One year's experience in personal training is highly preferred.

### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:**

- Ability to perform related instruction for a period of at least one hour.
- Working knowledge of safe acceptable exercise techniques.
- Ability to establish and maintain effective working relationships.
- Ability to lift and carry approximately 50 pounds.
- Ability to kneel, run, squat, stand, twist the body, stoop, walk, and demonstrate aerobic dance while performing essential functions.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

### **PHYSICAL DEMANDS**

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### **WORK ENVIRONMENT**

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is performed indoor/outdoor settings.

### **SAFETY**

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex,***

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***sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.***

***All positions at Texas Woman's University are deemed security sensitive requiring background checks.***