
Auburn University Job Description

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| Job Title: | Coord, Personal Training | Level I | Grade 31 \$31,300 - \$52,100 |
| Job Code: | AE53 | Level II | Grade 32 \$35,000 - \$58,400 |
| FLSA status: | Exempt | Level III | Grade 33 \$39,300 - \$65,500 |

Job Summary

Coordinates the direction and development of the Personal Training program for the Recreation and Wellness Center.

Essential Functions

1. Coordinates the conduct of a personal training program for the Recreation and Wellness Center.
2. Trains and evaluates certified trainers ensuring that they meet accepted standards of practice requirements for personal training programs.
3. Evaluates fitness programs ensuring that client safety, proper exercise technique, and client satisfaction are being administered for each training program.
4. Develops a training methodology that provides all trainers with a template for designing fitness programs for students, faculty, and staff.
5. Schedules and assigns personal training appointments for students, faculty, and staff members.
6. Assist in development in assessment programs and training statistics tracking client satisfaction and participation rates in the personal training program.
7. Assist in the planning, organizing, and administering fitness competitions, fitness EXPO's and health fairs.
8. Assists in planning, scheduling, and conducting fitness screenings and assessments and provides corrective exercise programming.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|--|---|---|
| I | Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact. | Knows fundamental concepts, practices and procedures of particular field of specialization. | Bachelor's degree in discipline appropriate to position with no experience. |
| II | Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required. | Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields. | Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent. |
| III | Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty. | Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area. | Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position with no experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Exercise Science, Health Promotions, or related field

Focus of Experience

Experience in developing fitness programs and training individuals

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator) required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/10/2012
