
Auburn University Job Description

Job Title: **Asst Dir, Personal Training**

Job Family: No Family

Job Code: **AE78**

Grade 34: \$45,100 - \$75,100

FLSA status: Exempt

Job Summary

Oversees the direction, development, and management of the Personal Training Program for the Campus Recreation and Wellness Center. Responsible for the operation and supervision of personal training facility.

Essential Functions

1. Provides professional management for comprehensive personal training services for Auburn University Campus Recreation. Offers continuing education to all personal training staff members in order to obtain and maintain personal training certifications. Ensures safety of personal training staff and clients by offering continuing education and training to staff members.
2. Oversees staff development to ensure training programs provide progressive student staff development; establishes and maintain regular performance evaluation for all personal training employees.
3. Supervises Personal Training Coordinators and Graduate Assistants. Recruits, hires, trains, schedules, and evaluates student and non-student personal trainers to provide a comprehensive and successful personal training experience.
4. Ensures all appropriate policies and procedures are followed consistently for student and administrative staff. Provides continuing education opportunities for personal training staff, including training for new and skilled trainers.
5. Establishes short and long-term goals and objectives for the personal training program. Determine needs for programs, services, equipment and budget to implement goals.
6. Compiles necessary statistical data to provide and maintain reports for assessments of services and goals.
7. Implements and instructs a personal training class and lab to prepare all trainers to be certified by a nationally recognized and accredited organization. Responsible for coordination of marketing staff to support program publically to attract participants, identifies target markets, setting goals and objectives for class.
8. Collaborates with the Director, Recreation Programs to plan, promote, and implement annual calendar events, including special events that provide in-depth educational programs for individuals and groups. Coordinates with marketing team to generate publicity for events and services.
9. Maintains professional affiliations, certifications, and professional growth and development to remain aware of latest trends and research for the recreation and personal training industry.
10. Completes other job related duties as assigned.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Exercise Science, Physiology, Fitness Management, Physical Education, Recreation, Health Education or relevant field.
Experience (yrs.)	5	Experience in a university or corporate health and fitness setting. Ability to train and supervise certified personal trainers.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of personal training programs, design, and instruction.

Certification or Licensure Requirements

Active personal trainer certification from nationally accredited organization required; ACE, ACSM, NSCA, NASM.

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, sitting, reaching, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 7/14/2017
