

**Washington State University  
University Recreation  
Fitness & Educational Development**

**Position:** Personal Trainer

*Personal Trainers will also work at least one shift per week as a Weight Room Attendant in the SRC or teach a group fitness class.*

**Duties:**

- Conduct initial consultation meeting with each client prior to training sessions
- Administer Physical Activity Readiness Questionnaire (PAR-Q) to client prior to training sessions, and collect physician's consent when necessary
- Responsible for maintaining accurate and complete client records
- Responsible for tracking client progress and keeping accurate and legible records
- Maintain trainer/client confidentiality
- Develop and create a personalized exercise program for each client relative to his/her needs, abilities, and personal goals
- Provide clients with knowledge in health and fitness according to national industry guidelines (ACSM)
- Provide clients with support, motivation, and expertise
- Provide clients with knowledge so they can progress toward an independent routine
- Trainers are required to stay abreast of fitness industry standards and trends
- Conduct body composition and fitness assessments
- Work at least one shift per week as a University Recreation Weight Room Attendant (3 hours per shift) or teach one group fitness class.

**Essential Skills:**

- Ability to pass pre-employment screening on fitness guidelines, anatomy, and kinesiology
- Ability to resolve conflicts in a professional manner
- Customer service skills
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures
- Excellent verbal and written communication skills

**Pre-Employment Training Required (will be available to attendant candidates):**

- Current certification by ACSM, NSCA, AFAA, ACE, or equivalent
- On-line Orientation including successful completion of associated quiz
- American Red Cross (or equivalent) First Aid, CPR and AED
- American Red Cross (or equivalent) Epi Pen and Asthma Training
- Blood Borne Pathogens: Preventing Disease Transmission

**Additional Requirements**

- Pass background screening
- Be available to work in multiple facilities including the Student Recreation Center, Chinook Student Center and Down Under Recreation Center.
- Successful completion of WSU Sexual Harassment Training
- Attendance at all required staff meetings, trainings, and in-services
- Maintenance of CPR/AED/First Aid
- UREC Orientation
- Completion of Safety Orientation Checklist
- Handheld radio protocol
- Attendance at required staff meetings, trainings, and in-service
- Departmental policies and procedures knowledge
- Departmental risk management responsibilities knowledge
- Additional risk management and emergency procedure training as developed and required

**Training Preferred:**

- Movement Studies (Kinesiology), Health and Fitness Teaching, Athletic Training, or related major

## **UREC Learning Outcomes**

### Leadership

- Demonstrate leadership in a professional setting
- Produce effective communication and conflict resolution
- Identify practical and efficient decision making methods

### Well-being

- Employ appropriate and professional interpersonal skills
- Demonstrate effective time management
- Identify the basic components to leading a healthy lifestyle

### Cultural Competency

- Evaluate personal strengths and weaknesses
- Determine suitable behavior in a culturally diverse environment
- Recognize individuals' potential and contributions within the community

**Hours Per Week:** varies

**Position Number:** 92897

**Hourly Wage:** starting at \$16.20/hour

**Contact:** Ramon Sodano, Coordinator of Fitness and Education Services  
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